

Executive Director (0389U) Job 27494 - Fung Institute
University of California, Berkeley

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Posted Aug. 9, 2019, set to expire Dec. 6, 2019

Job Title	Executive Director (0389U) Job 27494 - Fung Institute
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 9, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager Senior Executive Officer
Academic Field(s)	Engineering - Other
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Job Description

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About Berkeley

The University of California, Berkeley, is one of the world's most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley's culture of openness, freedom and acceptance academic and artistic, political and cultural make it a very special place for students, faculty and staff.

Berkeley is committed to hiring and developing staff who want to work in a high performing culture that supports the outstanding work of our faculty and students. In deciding whether to apply for a staff position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley

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Workplace Culture with their potential for success at
[url=https://apptrkr.com/get_redirect.php?id=1569942&targetURL=http://jobs.berkeley.edu/why-berkeley.html]http://jobs.berkeley.edu/why-berkeley.html.

Application Review Date

The First Review Date for this job is: Immediate Review

Departmental Overview

The Coleman Fung Institute for Engineering Leadership, launched in January 2010, prepares engineers, leaders, and students with the multidisciplinary skills to advance enterprises of all scales, in industry, government and the nonprofit sector. The Fung Institute is headquartered in UC Berkeley's College of Engineering and has been rapidly growing since its beginning, averaging 25% growth per year, currently serving nearly 700 students. Key programs include the following initiatives: the Master of Engineering Program, the undergraduate Fung Fellowship for Wellness and Technology Innovations, Executive Education for the College of Engineering and research at the intersection of technology and leadership education. As staff of the Fung Institute, we are committed to: serving students first, helping each other succeed, having a growth mindset, speaking-up, inclusion, and accountability.

The Master of Engineering (MEng.) graduate program prepares engineers for career paths that lead to managerial and executive positions in technology enabled companies and organizations as well as entrepreneurial ventures. The program combines leadership coursework in innovation, teamwork and management with intensive study in an area of technical specialization. This integrated knowledge cultivates leaders who can make insightful decisions with the confidence that comes from a synthesized understanding of technological, marketplace and operational implications.

The Fung Fellowship for Wellness and Technology Innovations is a novel health + tech innovations program for undergraduates from across campus that builds leadership, design, public health and technology skills. The Fellowship, a collaboration with the School of Public Health, includes an experiential 3- unit course each semester during Junior year, with the opportunity for Fellows to participate in a 1-year senior honors venture lab. Students in the Fellowship work on real-world projects with community and industry partners.

The institute has been very successful with double digit growth per year in enrolled undergraduates and graduate students to nearly 500, making it one of the largest engineering leadership organizations in the world. Furthermore there is potential to grow with further expansion of existing programs as well as the introduction of global partnerships and the creation of new degree programs.

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The Executive Education component offers courses, both open enrollment and custom corporate programs to students in the workplace. Topics include developing leadership skills at the different stages of a manager's career as well as technical subjects in cutting edge technology.

The Executive Director will report to the Faculty Director of the Fung Institute for Engineering Leadership. The Executive Director leads the development of the Institute's Mission and long term strategy to continue to grow our existing programs as well as develop new growth opportunities within the College of Engineering, across the UC Berkeley campus, and industry. This person will work closely with the Faculty Director, Fung Institute Advisory Board, industry, and the College of Engineering to develop and execute strategic plans to grow academic programs and pursue research and funding opportunities. This person will also lead, develop and inspire a high performing team who operationally oversees and coordinates each of the programs as well as the Institute's budget and financial management, manages facilities and space requirements, and recruits and maintains appropriate staffing level.

Responsibilities

The Executive Director is charged with developing and enabling the people of the Fung Institute, managing a portfolio of significant academic and professional education programs, formulating goals, developing strategic and tactical plans, policies, and procedures, and allocating directing program resources that maximize contributions to the mission of the Fung Institute for Engineering Leadership, the College of Engineering, and the University of California, Berkeley. As manager of the Fung Institute's program portfolio, the Executive Director is responsible for creating a highly effective organization program and administrative infrastructure, coordinating a suite of focused support services for undergraduate, and professional Masters and executive education students, as well as designing and implementing marketing and sales strategies to successfully launch new programs and expand existing ones .

40% Strategy and Development

Directs the Institute's long-term strategic and short-term tactical planning. Collaborates with various leaders and stakeholders to identify new opportunities and develop and implement strategic plans for the FI. A significant component of the position is outward facing with a focus on the development of Develops campus and industry partnerships to further the goals of the Institute. Working in collaboration with the Institute Advisory Board, Faculty Director, College Relations, faculty and staff, the ED director is skilled at developing and maintaining a network of entrepreneurs, executives, and innovators that can assist in the development of programs and project opportunities, entrepreneurial knowledge, and funding.

35% Organizational Culture and Staff Engagement

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The Executive Director has primary responsibility for inspiring and leading a diverse high performing team of cross-functional specialists necessary to accomplish the mission of the Institute. This includes organizational design, people development and creating the infrastructure necessary for them to do their best work. Within this context, the ED creates the Fung Institute culture that supports innovation and encourages staff professional development and engagement. The Executive Director is charged with enhancing a flexible organizational structure that can administer an expanding and varied portfolio of premier professional and academic programs and managing rapid organizational change as the Institute grows.

25% Operational & Business Excellence

Responsible for all aspects of the operations of the Fung Institute. Makes recommendations and implements decisions on issues (operational and budget processes, programmatic staff FTE, finance, human resources and space planning) that have program-wide impact. Advises faculty on matters concerning several functional areas, department and/or constituencies. Monitors revenue for programs and adjusts staffing levels and activities as needed. Develops consistent and efficient business practices to support programs. Oversees the compilation and maintenance of data and effective metrics that are used to make decisions. Works with campus and the college to secure space and facilities support to accommodate growth of programs.

In collaboration with the Faculty Director, Academic Director, and academic departments ensures the key programs and services are in place and effective. These include: facilitate curriculum planning; implement instructional policies (course content and core offerings) approved by the ladder faculty; coordinate recruitment and admissions; and provide student services including career planning and professional development.

The Executive Director is responsible for designing and executing a long term funding model that is flexible and ensures the Institute's financial health. The model accounts for a portfolio with multiple funding sources including, tuition, gifts and endowments, new philanthropy, corporate support and executive education. Develops and communicates revenue sharing model with academic units and the college.

Required Qualifications

- * Demonstrated ability to develop people and establish a high-performing culture.
- * Demonstrated ability to build and launch innovative programs in a leading organization.
- * Ability to build and explain financial models.
- * Expert ability to effectively interact and negotiate with a broad community of faculty, researchers, scientists, industrial partners, program/center managers, staff, students, funding agencies, and media.
- * Ability to develop partnerships with collaborating institutions and firms.

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- * Excellent leadership abilities to oversee multiple functions by establishing an effective leadership team and staff organization.
- * Expert oral and written communication skills.
- * Advanced ability to think creatively and independently.
- * Professional demeanor, attention to detail, ability to act decisively.
- * Graduate degree preferred
- * Minimum of 10 years of senior-level management experience and/or training.
- * The level of education required is a B.S. or B.A. degree or equivalent experience

Preferred Qualifications

- *Recognized expertise in academic program development.
- *Advanced degree in a related area
- *Strong preference for candidates with an MBA and/or an advanced degree in a related area.

Salary & Benefits

For information on the comprehensive benefits package offered by the University visit:

[url=https://apptrkr.com/get_redirect.php?id=1569942&targetURL=http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html]http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

*The salary range designated for this position: \$111,100 - \$172,500; however, starting salary will be commensurate with experience.

How to Apply

Please submit your cover letter and resume as a single attachment when applying.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant see:

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For the complete University of California nondiscrimination and affirmative action policy see:

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To apply, visit

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Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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