

Executive Director (Academic Coordinator)
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=264435>

Downloaded On: Oct. 24, 2025 11:31pm

Posted Oct. 24, 2025, set to expire Nov. 22, 2025

Job Title	Executive Director (Academic Coordinator)
Department	UC Berkeley Center for the Study of Child Care Employment
Institution	University of California Berkeley Berkeley, California
Date Posted	Oct. 24, 2025
Application Deadline	11/22/2025
Position Start Date	Available immediately
Job Categories	Director/Manager Senior Executive Officer
Academic Field(s)	Childhood/Youth Education Higher Education Administration Education Policy Education - General
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Job Description

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Executive Director (Academic Coordinator) - UC Berkeley Center for the Study of Child Care Employment

Position overview Position title: Executive Director, CSCCE

Salary range:

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The UC academic salary scales set the minimum pay determined by rank and step at appointment. See the following table for the current salary scale for this position: https://www.ucop.edu/academic-personnel-programs/_files/2025-26/policy-covered-july-2025-scales/t36-ii.pdf. The current full-time base salary range for this position is \$84,246-\$164,103. "Off-scale" salaries, which yield compensation that is higher than the published system-wide salary at the designated rank and step, are offered when necessary to meet competitive conditions.

Percent time: 100%

Anticipated start: Fall 2025

Application Window

Open date: October 22, 2025

Next review date: Thursday, Nov 6, 2025 at 11:59pm (Pacific Time)

Apply by this date to ensure full consideration by the committee.

Final date: Saturday, Nov 22, 2025 at 11:59pm (Pacific Time)

Applications will continue to be accepted until this date, but those received after the review date will only be considered if the position has not yet been filled.

Position description

The CSCCE Executive Director provides programmatic and operational leadership for the Center.

Strategic and Organizational Leadership - 25%

- Provide overall leadership and stewardship of CSCCE, ensuring alignment of vision, strategy, operations, and culture with purpose-driven goals.
- Guide and drive the broad research priorities and agenda of the Center in collaboration with the research directors.
- Assume responsibility for the Center's programmatic, financial, personnel, and overall organizational structure and sustainability.
- Work collaboratively with senior staff to refine and implement CSCCE's long-term strategic vision.
- Manage cross-functional operations and staffing across CSCCE.
- Embody and strengthen CSCCE's justice and equity frame for change.

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External Partnerships and Stewardship - 25%

- Ensure CSCCE's continued leadership as the national leader in ECE workforce policy and research.
- Build and maintain high-level partnerships with educator groups, advocacy groups, policy and research organizations, philanthropic institutions, and policy leaders in collaboration with staff.
- Represent CSCCE in national forums and high-visibility spaces, advancing its influence in ECE, labor, and economic well-being spaces.
- Drive national conversations about equity, policy, and systems-level change.

Development and Sustainability - 35%

- Lead fund development strategies currently focused on raising \$6 - \$8 million annually in philanthropic, fee for service, and public funding to support and expand CSCCE's research, policy, and field-facing efforts.
- Maintain and strengthen relationships with existing funders, and cultivate relationships with new funders who are aligned with the values of CSCCE, providing regular updates on CSCCE's work.
- Collaborate with senior staff to ensure that fundraising goals are met, and work with Directors to raise funds.

Infrastructure and Institutional Partnerships - 15%

- Coordinate with IRLE and campus departments to ensure activities align with campus requirements and the mission of the University.
- Identify and implement student engagement opportunities.
- Lead CSCCE's interdepartmental collaboration efforts.

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The Center for the Study of Child Care Employment is unable to offer visa sponsorship for this position.

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.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

Department: <https://irle.berkeley.edu/>

Unit: <https://cscce.berkeley.edu/>

Qualifications

Basic qualifications (required at time of application)

Bachelor's degree or equivalent international degree

Preferred qualifications

- PhD in a related field
- 7- 10 years of experience in an academic, policy-making or research environment
- Evidence of ability to raise external research funds and ability to maintain external relations.
- Academic background, demonstrative research accomplishments, and expertise in the field of childcare employment.
- Leadership experience in academic, nonprofit or government agencies.
- Demonstrated experience with effective planning and execution of research projects and publications.
- Demonstrated expertise with program building and administrative, budgetary, human resources and financial principles and practices.

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- Experience developing and improving internal processes, workflows and team communications.
- Expert oral and written communication skills.
- Experience leading a team, training and coaching, morale building and creating opportunities and resources for employee professional development.
- Excellent problem-solving skills; ability to research and analyze complex situations critically, act decisively, and clearly convey information to others.
- Expert ability to effectively interact with a broad community of faculty, researchers, staff, funding agencies and other constituents.
- Demonstrated expertise with research methods and literature in one or more relevant fields.
- Ability to develop frameworks and networks for collaborative research projects.
- Experience leading fundraising strategies.
- Proficiency in using computer software and technology

Application Requirements

Document requirements

- Curriculum Vitae - Your most recently updated C.V.
- Cover Letter
- Writing Sample - Please provide a published work on a topic related to Early Childhood Education, Education Policy, or Workforce/Labor. A blog post, report, or op-ed is perfectly acceptable, and it does not need to be peer reviewed.

Reference requirements

- 3 required (contact information only)

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Apply link: <https://aprecruit.berkeley.edu/JPF05104>

Help contact: lori.ospina@berkeley.edu

About UC Berkeley

UC Berkeley is committed to diversity, equity, inclusion, and belonging in our public mission of research, teaching, and service, consistent with [UC Regents Policy 4400](#) and University of California Academic Personnel policy ([APM 210 1-d](#)). These values are embedded in our [Principles of Community](#), which reflect our passion for critical inquiry, debate, discovery and innovation, and our deep commitment to contributing to a better world. Every member of the UC Berkeley community has a role in sustaining a safe, caring and humane environment in which these values can thrive.

The University of California, Berkeley is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status.

For more information, please refer to the [University of California's Affirmative Action and Nondiscrimination in Employment Policy](#) and the [University of California's Anti-Discrimination Policy](#).

In searches when letters of reference are required all letters will be treated as confidential per University of California policy and California state law. Please refer potential referees, including when letters are provided via a third party (i.e., dossier service or career center), to the [UC Berkeley statement of confidentiality](#) prior to submitting their letter.

As a University employee, you will be required to comply with all applicable University policies and/or collective bargaining agreements, as may be amended from time to time. Federal, state, or local government directives may impose additional requirements.

As a condition of employment, the finalist will be required to disclose if they are subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct.

- "Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws

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prohibiting sexual harassment, sexual assault, or other forms of harassment or discrimination, as defined by the employer.

- [UC Sexual Violence and Sexual Harassment Policy](#)
- [UC Anti-Discrimination Policy](#)
- [APM - 035: Affirmative Action and Nondiscrimination in Employment](#)

Job location

Berkeley, CA. Option to work remotely or hybrid within the state of California. Exact arrangements are determined in partnership with the IRLE Director to meet role responsibilities and department needs, and may be subject to change.

To apply, visit <https://aprecruit.berkeley.edu/JPF05104>

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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

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