**Othering & Belonging Institute, UC Berkeley**

**Position Title:** Director of Convenings and Creative Projects (6293U)

**Location:** Main Campus – Berkeley (remote until campus reopens)

**How to Apply:** Go to <https://jobs.berkeley.edu/job-listings> and search for job #75252 to apply.

A tailored cover letter and resume are required.

**Application Review Date:** The First Review Date for this job is: 01/20/2025.

***Departmental Overview***

The Othering and Belonging Institute (“the Institute”) brings together researchers, stakeholders, policymakers, and communicators to identify and challenge the barriers to an inclusive, just, and sustainable society and to create transformative change. The Institute serves as a national hub of a vibrant network of researchers and community partners, and, as such, plays a leadership role in translating, communicating, and facilitating research, policy, and strategic engagement for societal good. The Institute advances research and policy related to marginalized groups and social cleavages including disability, LGBTQO citizenship, race, religion, economics, public health, education, democracy and the new emerging research on global north/global south relations. The Institute represents a tremendous opportunity to bring leading researchers and substantial resources across disciplines to bear on society’s pressing and pivotal issues related to equity, inclusion, and diversity.

The Director of Convenings and Creative Projects is a new senior leadership role at the Institute that will oversee the development, implementation, and evaluation of OBI global convening strategy/ies. The Director will design OBI convenings to be responsive to major global dynamics; that move/ push audiences beyond existing discourse; and that create opportunities to develop new and deepen existing OBI partnerships. The Director will create and manage a container for the convenings work for OBI’s goal of making belonging a global norm in the next 15 years. Reporting to OBI’s Deputy Director, the Convenings Director will be part of the senior leadership team and contribute to organizational-wide strategy.

***Responsibilities***

Design

* Direct convening strategy across the Institute and strategically position and integrate Convenings with Narrative, Research, and Network strands as part of larger OBI global strategy. Help define and assess appropriate types of OBI-produced convenings, such as donor meetings, OBI program convenings, arts events, and work with staff and partners to align the most impactful type of convenings that meet current and future OBI benchmarks.
* Develop a broad vision for convenings that maps OBI’s global strategy; develop scenario planning and outline for the next 2-5 years of convenings; and produce an annual action plan.
* Design convenings that accelerate norming by working with OBI program directors/staff to align OBI’s global strategy and program priorities, identifying targeted audiences, and researching speakers.
* Identity and curate conversations OBI is positioned to take lead on.

Implementation

* Lead all major OBI-produced convenings, from developing goals to project plan to staffing to post-project reporting.
* Oversee/ensure the design of convenings showcase OBI major frameworks, partnerships, and staff.
* Ensure OBI “special sauce” and unique imprint (identity/voice, principles, values, concepts) are legible in OBI-produced convenings.
* Oversee, glean meaning from, and be responsive to feedback mechanisms such as attendee evaluations, stakeholder surveys, and staff and faculty input.
* Create and ensure sustainability plan for convenings related to resources, budget, staffing.
* Assess, develop, manage staffing necessary to produce convenings, including vendors, consultants
* Work with OBI staff and leadership on sustainable redeployment of staff time to help produce conferences, volunteers, etc.

Special Projects

* Development of new writing including with john powell and op-eds; organizational identity and voice by recalibrating OBI’s story to align with its global strategy.
* Provide consultation on alignment of OBI visual and narrative identity across programs, including convenings brand.
* Development of exhibits and interactive design elements.
* Consult on OBI branding, art direction, design.

Institutional

* Participate in and at times lead organizational meetings and working groups inducing as part of the senior leadership team.
* Contribute to cross-organizational strengthening and alignment of work related to convenings and creative projects.
* Supervise staff, vendors, consultants, and students as needed.
* Serve as spokesperson/ambassador internally and externally for convenings as a site of social change.
* Develop, write and contribute to proposals to support funding for convenings and more generally in support of OBI’s global strategy.
* Other duties as assigned.

***Required Qualifications***

* Strong interest and knowledge of and/or can quickly learn the Institute’s mission, vision, core areas of research and programming, and its belonging and bridging frameworks and a deep analysis and understanding of the social justice ecosystem, power structures and their relationship to belonging and bridging.
* Demonstrated experience in the design, organization and production of large 1500+ attendee high visibility, high impact, high risk convenings, from developing goals to project plan to staffing to post-project reporting.
* Advanced long-range planning, project management and organizational skills.
* Advanced interpersonal communication skills to build and maintain relationships at all organizational levels and with a variety of external partners.
* Strong writing skills with excellent editorial judgment and demonstrated ability to write around themes of othering and belonging and bridging.
* Advanced skills in brand building, art direction, and art design for causes and issues related to belonging and bridging.
* Highly developed political acumen skills and social perceptiveness.
* Advanced judgment, decision-making and problem recognition/avoidance/resolution skills.
* Advanced skill in meeting goals and objectives within budget and time constraints.
* Advanced skills in guiding and mentoring less experienced staff as well as working groups/teams collaborating on a project.
* Proven ability to view tasks from varying perspectives.
* Ability to integrate day-to-day operational knowledge and recommend effective short and long-term policies and procedures.
* Proven skills to apply principles of personnel management to plan, organize, motivate staff and volunteers.
* Proven experience in providing guidance and advice in all aspects of program planning, implementation and evaluation.
* Bachelor's degree in related area and/or equivalent experience/training.

***Salary & Benefits***

The budgeted annual salary range that the University reasonably expects to pay for this position is $88,900.00 - $132,000.00.

* This is a 3-year, full-time (40 hours/week), Contract position that is eligible for full UC benefits.
* This is an exempt, monthly paid position.

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

<https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html>

***Other Information***

* This is not a visa opportunity.
* This position is eligible for up to 100% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

***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: <https://www.eeoc.gov/sites/default/files/migrated_files/employers/poster_screen_reader_optimized.pdf>

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

<http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>