

Philanthropy Fellow - U.S. Democracy (7398U), Haas  
School of Business - 70187  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=237755>

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Posted Jun. 14, 2024, set to expire Jun. 30, 2024

<b>Job Title</b>	Philanthropy Fellow - U.S. Democracy (7398U), Haas School of Business - 70187
<b>Department</b>	Haas School of Business
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jun. 14, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Political Science - General
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**Job Description**

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**About Berkeley**

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the

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transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit [grow.berkeley.edu](http://grow.berkeley.edu).

### Departmental Overview

UC Berkeley's Haas School of Business offers a unique opportunity to champion new ideas, collaborate across boundaries, and continually learn in a workplace committed to increasing diversity and creating a welcoming environment for all. Our distinctive culture is captured within our four [Defining Leadership Principles: Question the Status Quo, Confidence Without Attitude, Students Always, and Beyond Yourself](#). These principles distinguish Berkeley Haas as a unique environment, conducive to teamwork, collaboration, and career growth.

For more information about the Haas School of Business visit: <https://haas.berkeley.edu/about/>

### About the David and Lucile Packard Foundation

The David and Lucile Packard Foundation is where the Program Analyst will work. The Packard Foundation was established in 1964. David and Lucile Packard believed that along with universities, national institutions, community groups, youth agencies, family planning centers, and hospitals,

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foundations constitute a great American tradition that complements government efforts to focus on society's needs. The foundation's mission is to work with people and communities to create enduring solutions for just societies and a healthy, resilient natural world. Through a recent strategic planning process, the foundation identified three overarching, interdependent goals to guide the Foundation's work: Protect and Restore Our Natural World, Invest in Families and Communities, and Build Just Societies.

### **About the Democracy, Rights, and Governance Initiative**

The goal of the Democracy, Rights, and Governance Initiative (DRG) is to support a thriving, resilient, pro-equity democracy in the United States. While this is a new initiative at the Packard Foundation, initial focus areas include repairing the United States' social fabric: supporting effective governance and bolstering faith in the institutions of government; addressing the risks and benefits that new technologies pose for democracy; and supporting the field in developing a positive, long-term future vision for U.S. democracy.

The Democracy, Rights, and Governance initiative sits within the Packard Foundation's goal to "Build Just Societies", which are key to supporting families and communities and protecting our natural world. When the institutions, structures, policies, and practices that form societies are inclusive and fair, they create conditions for more sustained progress on issues such as racial equity, reproductive rights, and a strong civil society and thriving civic space.

### **About the Partnership**

The UC Berkeley-Haas School of Business (through the Center for Social Sector Leadership) offers this unique fellowship in philanthropy at the David and Lucile Packard Foundation to provide next-generation leaders the opportunity to engage with philanthropic and nonprofit leaders and work with a grantmaking team serving diverse issues and populations.

The vision for this partnership is to strengthen the future of philanthropy and civil society by providing recent graduates from diverse disciplines and backgrounds a professional-level introduction to philanthropy and the nonprofit sector. The goals of the fellowship are to 1) introduce recent graduates to philanthropy and the role of nonprofits to strengthen their impact in a future career and 2) introduce the Foundation to fresh ideas, new skills, and diverse perspectives. The fellow will join a cohort of six other fellows at the Foundation working on environment & science, families and communities, reproductive health, civil society, and leadership, and U.S. racial justice. There will be quarterly activities for the cohort of fellows.

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The Haas School of Business embraces flexible working arrangements for its employees. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

### **Application Review Date**

The First Review Date for this job is: 06/27/2024. This position is open until filled.

### **Responsibilities**

Involves analytical studies on a variety of policies, projects, programs and issues in support of a function, research initiative, program and/or organizational unit, or in research of new or changing systems and programs. Assists in policy and program planning, development, administration, management and implementation; interprets, monitors and analyzes information regarding policies and procedures and provides consultative services to department administrators and other stakeholders.

- Work with the Foundation's DRG team on a range of activities, with a particular focus on grantees working to strengthen U.S. government effectiveness. These activities include supporting the grant making process, including conducting research and analysis on topics that can inform grant making and strategy development, and contributing to assessments of grantee organizations.
- Assist with the monitoring, evaluation, and learning activities associated with the DRG strategies, such as theory of change development, compilation of grantee outcomes and indicators, and creating program dashboards across all DRG program areas.
- Contribute to grant portfolio reviews on a quarterly basis, compiling information across grantees to create consumable documents.
- Provide support to the director and program officer, including preparation of materials and agendas for program meetings, grantee meetings, and field convenings; participation in grantee meetings and site visits, preparation of meeting summaries, and management of follow-up actions stemming from those meetings.
- Interact with the Foundation's program and evaluation staff, grantees, funding partners, government agencies, and content experts as needed to complete assigned projects and gain exposure to strategic philanthropy in practice; travel to meet with new and existing partners, and attend relevant conferences.
- Engage in both university and foundation communities and professional development opportunities related to the Program Analyst's work.

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### Professional Learning and Growth

- Embraces the principle of being a "student always" by engaging in opportunities for training, workshops, seminars, continuing education pertinent to the position, or at the suggestion of the supervisor.
- Actively contributes to a team environment that fosters and promotes a culture of diversity, equity, inclusion, and belonging (DEIB) within the unit and at Haas.
- Engages in ongoing education to promote diversity, equity, inclusion & belonging by completing University sponsored certifications & training sessions (ie: MEP Workshop, Implicit Bias Certification, LinkedIn Learning workshops, and other workshops & seminars offered by the University or Haas, as they are made available) or by engaging in external seminars & resources related to DEIB.
- Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.

### Required Qualifications

- Relevant professional experience working in local, state or federal government in either the executive or legislative branch (e.g., Congress, a state legislature, or a state or federal agency).
- Interest and dedication to work aimed at achieving a healthier, pluralistic, liberal democracy.
- Deeply capable as a strategic thinker and creative problem solver; ability to analyze, conduct research, and understand scientific studies.
- Outstanding oral and written communication skills, including the ability to structure analysis, synthesize, and deliver reports that clearly explain complex topics.
- Outstanding interpersonal skills and an ability to work effectively in a team setting.
- Demonstrated strong initiative, self-motivation, and ability to efficiently manage multiple tasks and projects in diverse areas.
- Interest in working with stakeholders from across the ideological spectrum.
- Willingness to travel.
- Excellent interpersonal skills, demonstrating a desire to promote diversity, equity, inclusion and belonging to establish and maintain positive & professional working relationships with colleagues, students and team members.
- Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.
- Demonstrates an understanding of and commitment to diversity, equity, inclusion, and belonging

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in a business, organization or public university setting.

#### Education/Training:

- Master's degree in political science, public or international policy, public administration, social science, law, business or a related field.

#### Salary & Benefits

This is a 3yr, full-time (40 hours/week), contract appointment, eligible for UC benefits with the possibility of extension with continued funding. This is a monthly paid, exempt position.

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$85,000.00 - \$90,000.00.

#### How to Apply

- To apply, please submit your resume and cover letter.

#### Other Information

- This is not a visa opportunity.

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### **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, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCH](https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH)

### **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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