

Job Description

Job Title:	Executive Director of International House, #13284
Job ID:	13284
Location:	Main Campus-Berkeley
Full/Part Time:	Full-Time

Application Review Date

Review of applications will begin January 9, 2012 and continue until position is filled. Submission of letter of interest and supporting documents prior to January 31, 2012 is encouraged.

Departmental Overview

Distinguished international residential, educational and cultural center, founded with a gift from John D. Rockefeller, Jr., seeks seasoned, multifaceted Executive Director. Since its inception in 1930, International House has had only 4 executive directors. The increasingly important mission of International House is to foster interaction, fellowship and understanding among U.S. and overseas students and scholars, to promote tolerance and a more peaceful world. We seek a high energy candidate who will share in accomplishing our mission. Necessary qualities include strong management, public relations, and fundraising skills, international experiences, and a passionate commitment to cross-cultural education and student development.

The Executive Director is the CEO of a self-supporting, non-profit educational corporation, closely affiliated with the University of California at Berkeley and with longstanding ties to other major International Houses around the world. The Executive Director provides leadership to up to 600 American and foreign student residents from 60 countries, 65 career and more than 100 temporary staff, and thousands of alumni in the continued development of the International House. Approximately 50% of career employees are represented by unions. Reporting to an influential and supportive 37-member Board chaired by the University Chancellor, the Executive Director oversees \$22 million in assets plus annual operating, capital and restricted budgets of over \$12 million and a development program which raises \$1.5 - \$2 million per annum.

Responsibilities

- Direction and administration of a major international center, including oversight of staff; overall fiscal responsibility; oversight of dining services, maintenance operations, information and technology, financial aid, and residential and public programs. These duties are conducted through department heads but the overall responsibility rests with the Executive Director.
- Promotion, development, and representation of International House and its Mission through relationships with the Board of Directors, staff and residents, the worldwide International House alumni, the UC administration, campus academic units, the Bay Area community at large, including the media, and national and international organizations whose missions parallel that of the House.
- Institutional planning and management for an institution that serves as an international and cultural center not only for the campus but also for the local community beyond the campus, leading and shaping a complex strategic planning process in a manner that reflects extensive Board, staff, resident and alumni participation.
- With the Board, take a lead role in soliciting major gifts, while overseeing an exciting array of intercultural programs serving residents, the campus and local community. The Executive Director will also provide oversight for continuing renovations to International House's remarkable historic and architecturally distinct building.

Additional information about International House can be found at <http://ihouse.berkeley.edu>.

Required Qualifications

The optimal candidate will possess an advanced degree or equivalent and must demonstrate sufficient experience in administration, development and public relations, preferably in a major non-profit organization or educational institution of equivalent size. Strong communication and interpersonal skills, creativity in analysis, implementation and strategic planning are required for this demanding, but extremely rewarding position. Sensitive managerial leadership skills in a complex, dynamic multi-cultural atmosphere are essential. Ability to manage successfully in a union environment is important.

Preferred Qualifications

- Experience in international education
- Demonstrated ability working with University students
- Ability to communicate in more than one language
- Successful experience working with a large and distinguished Board of Directors
- Teaching experience at the university level

Salary & Benefits

Salary is commensurate with experience. For information on the comprehensive benefits package offered by the University visit:

http://atyourservice.ucop.edu/forms_pubs/misc/benefits_of_belonging.pdf

How to Apply

The cover letter, resume, and the names and contact information of five references should be uploaded as a single attachment. Inquiries may be addressed to ih_ed_search@berkeley.edu.

Other Information

The position will be offered as a 5- year contract with the possibility for renewal.

For further information contact ih_ed_search@berkeley.edu.

Criminal Background Check

This position has been designated as sensitive and may require a Criminal Background Check. We reserve the right to make employment contingent upon successful completion of a Criminal Background Check.

Equal Employment Opportunity

The University of California, Berkeley is an Equal Opportunity/Affirmative Action Employer.