**JOB ANNOUNCEMENT:**

**Program Manager, Center for Responsible Business**

**Haas School of Business, UC Berkeley**

The Center for Responsible Business is seeking an exceptional Program Manager to join our small, mission-minded team within the Haas School of Business at UC Berkeley. This is an exciting opportunity to work closely with the leadership of a highly respected education program!

**Departmental Overview**

The Haas School of Business develops innovative leaders - individuals who redefine how we do business. Berkeley-Haas, the second oldest business school in the United States, educates 2,200 students each year in six degree-granting programs, and hundreds more through executive education programs. A team of 230 staff members support these students, faculty, and alumni.

This Program Manager position is within The Center for Responsible (CRB) at the Haas School of Business. Building on over a decade of research, teaching, and industry engagement, the CRB ([http://responsiblebusiness.haas.berkeley.edu](http://responsiblebusiness.haas.berkeley.edu)) is an “action tank” that brings together students, company leaders, and faculty to redefine business for a sustainable future. Most recently, the Financial Times named Berkeley-Haas as the #1 globally ranked MBA program in ethics and corporate social responsibility.

**Position Overview**

The Program Manager works closely with the CRB’s Directors and stakeholders and is responsible for developing and managing various events and programs such as our flagship Peterson Series; engaging the Berkeley-Haas undergraduate community; supporting and executing social media and other marketing-related communications; tracking and reporting on performance metrics; and serving as the point-person for CRB’s integration of Salesforce into business processes. Administrative support and intern management will be required as necessary.

**Primary Responsibilities**

- Manage undergraduate engagement approach, including serving as liaison to undergraduate clubs
- Manage multi-stakeholder program execution, including developing timelines and project plans and communicating with stakeholders (judges, mentors, teams, sponsors, faculty) about roles and directions
- Work with Enterprise and Computer Service Management (ECSM), the CRB team, and other units in order to serve as a resource for Salesforce integration into CRB business processes, including maintaining the data within the application.
- Draft marketing descriptions, web copy, and event briefs
- Proof read communications such as CRB NewsWire or blog posts
- Coordinate and execute marketing support activities, including developing and drafting content for internal and external audiences
- Plan and execute events including developing programming content with CRB management, managing budget, securing speakers, drafting marketing descriptions / event briefs.
• Work closely with CRB Directors in the hiring and management of interns and work study student employees; assign work tasks as necessary and ensure timely completion of projects.
• Track and report on relevant CRB metrics

Qualifications
• Strong organizational, time, and project management skills with the ability to support multiple projects of various types at different stages with emphasis on accuracy and meeting milestones and deadlines
• Analytical and critical thinking skills, including a proven ability to analyze information and synthesize data with strong attention to detail.
• Experience mentoring others
• Proactive in anticipating customer needs
• Solid project management skills
• Event management and execution skills
• Exceptional written, verbal, and interpersonal skills (including proof-reading)
• Tact and political acumen to effectively represent the CRB to various levels of faculty and staff and external constituencies, including members of the business and non-profit communities
• Proven ability to summarize sustainability themes and draft key messages
• Ability to work independently as well as in a team; knows when to include others and ask for help
• Able to work occasional evenings (e.g., for Peterson Series events)
• Proficient in Microsoft Word applications, including Excel
• Exposure to Salesforce
• Experience with social media (e.g., Facebook, Twitter, Hootsuite), and email distribution platforms (e.g., Constant Contact)

Education and Training
• Bachelor's degree in related area and/or equivalent experience/training
• Sustainable business project and/or work experience
• Strong business background, including interest and experience in sustainability and corporate social responsibility.

To Apply
For a full job description and to apply, please visit http://jobs.berkeley.edu and search for job ID #17915. Submit your cover letter and resume as a single attachment when applying.

Applications will be considered on a rolling basis starting June 4. The ideal start date is July 7, 2014.