Job Announcement
Executive Director

Job Description

The Executive Director serves as the primary point person to support UC Student Association operations, finances, and personnel. The Executive Director will also coordinate long-range strategic plans for fundraising. The Executive Director will be based in Sacramento, will travel to all UCSA Board Meetings, and will spend approximately 10% of their time in the field serving UC campuses. This position also supports the systemwide Council on Student Fees.

Organizational Accountability, Leadership, and Management (35%)

- Ensures that staff members implement the organization's vision as set by the Board of Directors by: developing strategic plans; facilitating staff communication, meetings, and retreats; and regularly checking in individually with staff members regarding how they fulfill their roles.
- Develops and maintains goal-oriented work plans and professional development plans with each staff member.
- Thoughtfully and efficiently works to smooth the annual transition of student leadership, partly through planning an annual Board of Directors retreat in July.
- Oversees staff communication with the University of California.
- Ensures compliance by the Board of Directors and staff with the UCSA charter and bylaws.
- Creates institutional memory by maintaining an all-staff manual that describes the regular activities of staff members. Understands each staff role and is available as a designated resource to assist others in their duties.
- Maintains active and rewarding internship opportunities in all departments for UC students.

General Operations, Technology, & Communications (20%)

- Supports the Board of Directors with organization, travel logistics, agendas, and supplies for monthly board meetings and mid-year Board evaluations.
- Responds to all phone, email, and written communications directed to the organization at large, while assisting other staff and the President to respond to media inquiries.
- Ensures that payroll, vendors, credit cards, and other bills are all paid regularly.
- Maintains professional legal support, insurance coverage, remote meeting technology (phone and video conferencing), lobbyist filing, and detailed record keeping for the organization.
- Purchases major technology, equipment, and office supplies as needed by staff or student leadership.

Finances & Fundraising (15%)

- Maintains bank accounts and reserve funds for the UC Student Association and UC Council on Student Fees.
- Reports to the UCSA Treasurer to develop and maintain an annual budget.
- Manages dues collection, deposits, reconciliation with bookkeeper, and reimbursements.
- Initiates and supports ongoing fundraising and savings efforts, including but not limited to the maintenance of a donor database, grant solicitation for conferences and programs, and savings negotiation when possible.
Council of Student Fees Director (15%)

- Serves as Council of Student Fees (CSF) Director in accordance with signed agreements between CSF and UCSA, providing policy, program, staff and administrative support, and custodianship of official CSF records.
- Attends all CSF meetings, and coordinates CSF activities with the CSF Chair including, but not limited to, distribution of agenda and minutes, certification of votes, tracking and reporting attendance, and execution of CSF directives and campaigns.
- Ensures continued contact and distribution of information to and between all the UC campuses' Student Fee Advisory Committees, including reporting back on UCSA's budget consultation with UC Office of the President.
- Prepares, distributes and follows up with information pertinent to CSF, individual campuses, system-wide and Regental policy and actions.
- Maintains relationships with students, UC Office of the President, campus administration and staff, major media, and organizations with which CSF collaborates.
- Creates, and administers upon approval, CSF budgets and expenditures; reports on budget status at each regular CSF Meeting.
- Through research and analysis, maintains a broad level of awareness of current student fee-related issues, such as proposed federal and state legislation, tuition and Student Service Fee usage, alternative methods of funding fee-supported services, technology fees, and other campus-based fees.
- Assists the CSF Chair in developing an annual campus comparison report.
- Ensures compliance by CSF with its charter and bylaws.
- Maintains a public webpage for CSF.
- If necessary and in accordance to CSF bylaws, oversees procedures related to the recall of CSF leadership.
- Other duties as assigned by the CSF Chair.

Human Resources (10%)

- Coordinates the enrollment and onboarding of new employees, employee benefits, regular payroll, and time-off approvals for all staff in line with governing policies.
- With the Board Chair and President, conducts annual evaluations of all staff members.
- With the Board Chair, processes employee requests and complaints.
- Maintains confidential employee files.

Other Staff Duties (5% of time)

- Creates relevant trainings for student advocacy and involvement.
- Consults with the Policy Director and Board of Directors to ensure inclusion of issue and campaign priorities in State budget advocacy efforts.
- Regularly staffs UCSA Board meetings and conferences.
- Other duties as assigned.
Recommended Qualifications, Skills, and/or Experience

• Bachelor’s degree
• 5+ years related experience and/or training in office management and nonprofit operations
• Proficient in Microsoft Office (including Word, Excel, PowerPoint), Wordpress, and Google Apps
• Experience in non-profit fundraising
• Experience planning large events, negotiating contracts with venues and hotels, and booking vendors
• Experience working with student organizations and student government
• Commitment to building student power, sharing decision making, taking direction from students, and amplifying UCSA’s mission and social justice initiatives
• Ability to represent and include communities of color and other underrepresented groups
• Excellent written, verbal, presentation and analytical skills; internet and media research skills
• Willing to execute day-to-day tasks and work independently
• Able and willing to travel independently, work evenings, and weekends

How to Apply

Submit a cover letter, resume, references, and one writing sample at http://www.ucsa.org/job-opportunities.

Compensation

UCSA offers a modest nonprofit salary of $70,000 for this position, which is adjusted annually to account for increases to cost of living and subject to a maximum ceiling proportional to the salaries of other employees.

UCSA also offers 100% employer-paid premiums for Kaiser Platinum Healthcare, dental, and vision; sick time and PTO accrual plus four weeks paid vacation during school breaks; pre-tax retirement plan option with matching up to 3% salary; a commuter benefit of $50/month for non-remote employees; reimbursement for TSA PRE; and student loan reimbursement up to $150 per month.