



UC Graduate and Professional Council Executive Director Position

Position Overview

The Executive Director supports the Board in advancing the UC Graduate and Professional Council's (UCGPC) mission through a combination of outreach, events, and representation. The Executive Director must approach their responsibilities with a **student-centric approach**, empowering University of California graduate and professional student leaders to shape their advocacy both within and external to the UC system. The Executive Director is ultimately responsible for the day-to-day management and oversight of business operations and management of full-time staff.

As UCGPC enters its growth phase, UCGPC seeks an Executive Director who will help build institutional infrastructure (organizational memory, file management systems, social media presence) and continuing to document our work as the scope and depth of our activities changes. The Executive Director supports UC Graduate and Professional Council operations, finances, and personnel. The Executive Director reports directly to the UCGPC Board and works with the Executive Officers. The Executive Director will also coordinate long-range strategic plans for fundraising and assisting in writing funding grants. Occasionally, the Executive Director will attend hearings and other UCGPC business in the California State Legislature. The Executive Director will be based in Sacramento and will attend all UCGPC Board Meetings and Executive Officer Meetings (25% travel).

The Executive Director will work with a diverse group of graduate and professional student leaders representing each of the ten University of California campuses to make progress on UCGPC's annual advocacy topics. The Executive Director should be comfortable working independently, efficient at written and verbal communication, enjoys working in highly dynamic situations, adept at troubleshooting, and open to learning more about higher education student experiences. Experience working alongside Masters, Doctoral, and professional degree holders is required; experience as a post-Bachelors student recommended; familiarity with UC systemwide institutions recommended.

Organizational Accountability, Leadership, and Management (25%)

- 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 June.
- Oversees staff communication with the University of California.
- Ensures compliance by the Board of Directors and staff with the UCGPC 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.
- Assists creation of institutional memory by ensuring officers update their officer manuals that describes the regular activities of each officer position. Additionally, collects documentation of UCGPC committee activities.

General Operations, Technology, & Communications (25%)

- 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 (20%)

- Maintains bank accounts and reserve funds for the UC Graduate and Professional. Reports to the UCGPC Treasurer to develop and maintain an annual budget.
- Manages dues and fees 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.

Human Resources (20%)

- Maintains bank accounts and reserve funds for the UCGPC. Reports to the UCGPC Treasurer to develop and maintain an annual budget.
- 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 (10%)

- Creates relevant training for student advocacy and involvement.
- Regularly staffs UCGPC Board Meetings and Conferences.
- Other duties as assigned.