



Position Announcement for Center for California Studies Executive Director

Sacramento State is located in the heart of Northern California, one of the most beautiful, diverse and rapidly growing areas in the country. The 300-acre campus, just five miles from the State Capitol, is located along the American River parkway that offers miles of trails and recreational access to the city's two rivers, Folsom Lake and the historic Sacramento riverfront. Growth in the region has provided significant opportunities for faculty research and engagement with civic and business organizations as well as extensive research and internship opportunities for the University's approximately 27,500 students. The University, where quality teaching is a top priority, offers instruction leading toward the bachelor's degree in 58 disciplines, the master's degree in 41 disciplines, two independent doctoral degrees and one joint doctoral degree, and houses numerous research and community service centers.

Sacramento is a high-growth metropolitan area with a very diverse population of approximately 2 million. As California's capital, Sacramento is an advantageous setting for premier academic programs. As a major metropolitan university, Sacramento State is committed to providing leadership in addressing significant regional needs and to enriching its liberal arts tradition. The proximity of Sacramento State to the California legislature and other agencies of state and federal government provides unparalleled opportunities for faculty and students to participate in public service through policy research internships, and employment.

HIRING DEPARTMENT

The Center for California Studies is based at Sacramento State – the “Capital Campus” of the California State University. Being located in California’s capital strategically positions the Center to be the link between the University and the three branches of California’s government, think tanks, other universities, and outside partnerships involved with public service in California. This, paired with our extensive research, academic programming, and position as part of the county’s largest public university system makes us uniquely equipped to fulfill our mission.

Our Mission:

The Center’s mission is to bridge academia and government in the service of strengthening California’s democracy.

Our Goals:

The Center for California Studies accomplishes its mission by pursuing three main goals:

- Researching and discussing the state’s challenges, helping California’s officials make more informed decisions;
- Fostering in California’s future leaders a dedication to public service, a commitment to the values of a representative democracy, and equipping them with the skills and knowledge to lead an effective and ethical public career;
- Promoting civic literacy among Californians, helping them achieve a greater understanding of our state, government, people, and history.

DUTIES/RESPONSIBILITIES

The Executive Director for the Center for California Studies reports to the Vice President for Public Affairs and Advocacy, and is responsible for leading the Center for California Studies, by both (1) managing the office and staff of the Center, and (2) serving as the Center’s chief representative on and off campus. The Executive Director provides strategic direction for the Center and is responsible for all aspects of the Center’s mission.

QUALIFICATIONS

EDUCATION

Master’s degree or higher from an accredited university and/or college.

EXPERIENCE

At least 10 years of overall professional experience; at least three (3) of those years should include experience working successfully with state legislators, constitutional office holders, court officers, and/or other state officials, while maintaining a reputation for personal and professional integrity by working effectively in a non-partisan, transparent manner.

KNOWLEDGE/SKILLS/ABILITIES

Familiarity with, and commitment to, experiential education programs.

Excellent interpersonal and collaboration skills.

Excellent communication skills, including public presentation skills.

Strong administrative and management skills, including staff supervision, budgeting, financial management, strategic planning, and program delivery.

Evidence of an ability to deliver high-quality public programs from an interdisciplinary perspective on the topics and lines of inquiry that compose California Studies.

Evidence of ability to supervise or direct California-related research projects related to public policy and/or public administration.

**View Full Position details and application requirements
by visiting the Sacramento State job website:**

[csus.peopleadmin.com](https://csus.peopleadmin.com/postings/2423)
<https://csus.peopleadmin.com/postings/2423>

Sacramento State is an Affirmative Action/Equal Opportunity Employer

PREFERRED

Earned doctorate degree in public policy, political science, government, politics, education, or related field.

Evidence of the ability to teach and advise students in the fields of public policy, government and/or communications.

Familiarity with California history, government, demographics, culture, and other aspects of California studies.

Strong, practical understanding of the state budget process, with experience in proposing and advocating for funding.

Strong relationships with various state government offices and individuals, the media, public service organizations, and other entities relevant to the mission of the Center for California Studies.

Demonstrated ability to develop and deliver diverse applicant pools for academic or employment programs that reflect the political, economic, and demographic diversity of California.

Demonstrated ability to work collegially with university faculty, administration, and staff across a range of academic departments.

Demonstrated experience in developing public affairs programming, and experience in fundraising in support of such programming.

Experience writing grants and proposals for funding and/or experience in fund development.