

Job Posting Title: Big Ideas Program Manager

Position Type: Staff (100%)

Overview

Big Ideas is a year-long, annual innovation contest aimed at providing funding, support, and encouragement to interdisciplinary teams of undergraduate and graduate students who have “big ideas” aimed at addressing pressing problems at local, national, and global levels. At its core, Big Ideas has two overarching goals: a) to transform the way students learn and think about their role in society, and b) to seed the creation of new ideas by providing students with the resources and skills necessary to turn their ideas into sustainable ventures with social impact.

Each year, Big Ideas@Berkeley aims to support applicants by offering a wide range of resources to prospective applicants. These resources include, but are not limited to, writing and budget workshops, information sessions, and office hours. Big Ideas aims to find a program manager who can lead all aspects related to contest development, outreach and communications, partnerships, skills development workshops, strategy, evaluation, and learning. For more information about the Big Ideas@Berkeley Contest, visit: bigideas.berkeley.edu

Duties and Responsibilities

Preparation:

- Work with the Contest Director to finalize all rules, requirements and guidelines for the contest.
- Assist with the preparation of the contest each year, including finalizing categories, crafting descriptions, and updating contest information.
- Work with graphic designers to create all informational and promotional contest materials.
- Set up and troubleshoot online contest platform ahead of the launch.

Outreach & communication:

- Responsible for all outreach and marketing of the contest, and ongoing communication with all student participants.

Events, training, & advising:

- Design and execute all skills workshops (information sessions, writing workshops, advising sessions) and events (networking opportunities, practitioners in residence sessions, pitch events, awards celebration, poster sessions).
- Hold weekly advising hours to provide support in thinking through challenges with project design and implementation.

Partnership building:

- Assist with contest partnership building and sponsorship development. Help establish Big Ideas as a leader for knowledge sharing in student-led innovation contests. Play a key role in fostering partnerships with and guidance to campuses that might be interested in starting such initiatives.

Monitoring & evaluation:

- Design all contest surveys and ensure they feed into the program's overarching M&E framework.
- Conduct strategic assessments of the contest each year by analyzing data collected from the contest surveys. Suggest and implement recommendations for the following contest year.
- Follow up with Big Ideas alumni to track progress since leaving the contest.

Qualifications

- Extensive understanding of the entrepreneurial, innovation, and international development landscape both within and outside of the Bay Area
- Demonstrated experience managing a program of similar scale
- Ability to supervise 1 GSR and numerous work studies
- Demonstrated ability to write effectively, analyze and summarize complex information, and a solid comprehension of writing fundamentals
- Experience building partnerships
- Experience teaching, consulting, or working with college/adult students
- Excellent public speaking and presentation skills
- An evaluation background that includes training in survey item design and quantitative/qualitative analysis
- Ability to represent Big Ideas at meetings and events
- Excellent organizational and time-management skills
- Strong communication and interpersonal skills to communicate effectively with all levels of staff, faculty, students, etc., both verbally and in writing

To apply send a brief cover letter and CV to bigideas@berkeley.edu with the title "Big Ideas Program Manager" in the subject line.

Job Posting Title: Big Ideas Network Coordinator

Position Type: Graduate Student Researcher (50%)

Managed by the Blum Center for Developing Economies, Big Ideas@Berkeley is an annual innovation contest aimed at providing funding, support, and encouragement to interdisciplinary teams of UC Berkeley undergraduate and graduate students who have "big ideas." Since its founding, Big Ideas has inspired innovative and high-impact student projects aimed at solving the world's most pressing problems. To find out more about Big Ideas, visit our website: bigideas.berkeley.edu.

The Big Ideas network includes past Big Ideas award winners, judges, mentors, sponsors and numerous other collaborators. The role of the Network Coordinator GSR position is to support and nurture relationships with the existing network, while simultaneously cultivating new relationships and broadening the base of support for Big Ideas. Using the existing Big Ideas network and their comprehensive understanding of the innovation/entrepreneurship landscape, the GSR will be responsible for recruiting approximately 250 judges to support the Big Ideas proposal review process during both the Spring and Fall semesters. This position is also responsible for the identification and recruitment of approximately 50 mentors based on each team's specific needs. While there is no standard profile, judges and mentors typically include individuals with 5+ years of professional experience in social enterprise or innovation, and/or expertise in one of the Big Ideas categories.

In addition, the Network Coordinator GSR will be responsible for developing a systematic process for checking in with past Big Ideas winners, documenting their progress and developing strategies to help advance those projects (i.e. partnership development, additional funding opportunities, team building advice, etc.).

Lastly, the GSR will support the day-to-day operations of the program (e.g., event planning and student advising) and play a critical role in identifying innovative ways to improve the contest.

The GSR start date is in early to mid-August, and is a semester-long position with the option to renew after the Fall term. If interested, there may be an option to start work with the Blum Center over the summer, beginning in June 2015.

Duties and Responsibilities

- Identify, cultivate and strengthen relationships with Big Ideas partners/sponsors, Bay Area Hubs, think tanks, relevant foundations, past judges/mentors, campus departments, and past winners.
- Lead the identification, recruitment, coordination and matching of 150 judges and 50 mentors for the 2015-2016, based on team needs
- Assist with planning and executing trainings for judges and conduct all follow-up communication with judges and mentors
- Assist with creating judge and mentor training guides

- Outreach to past Big Ideas winners to learn about their progress and develop strategies to support their continued growth
- Hold 3-4 hours of advising per week for Big Ideas teams
- Assist with Big Ideas events, workshops, and information sessions

Preferred Qualifications

- Extensive understanding of the entrepreneurial, innovation, and international development landscape both within and outside of the Bay Area
- Background in innovation, impact investing, social enterprise, or international development
- Experience developing innovative outreach strategies targeting companies, non-profit organizations and universities
- Demonstrated ability to analyze and summarize complex information
- Background advising or mentoring college and/or adult students
- Excellent public speaking and presentation skills
- Ability to communicate to broad, diverse audiences through both written and multimedia formats
- Excellent interpersonal, organizational and time-management skills

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