

**Position title:** Executive Director of The Williams Institute on Sexual Orientation and Gender Identity Law & Public Policy at UCLA School of Law

**Apply link:** <https://recruit.apo.ucla.edu/JPF10265>

**Salary range:** See UC Salary Table 34 at [https://www.ucop.edu/academic-personnel-programs/\\_files/2025-26/policy-covered-july-2025-scales/t34.pdf](https://www.ucop.edu/academic-personnel-programs/_files/2025-26/policy-covered-july-2025-scales/t34.pdf) for the salary range for this position. A reasonable estimate for this position is \$260,000 to \$290,000

### **Application Window**

**Open date:** July 15, 2025

**Next review date:** Friday, Sep 12, 2025 at 11:59pm (Pacific Time)

Apply by this date to ensure full consideration by the committee.

**Final date:** Friday, Sep 12, 2025 at 11:59pm (Pacific Time)

Applications will continue to be accepted until this date.

### **Position description**

The Williams Institute on Sexual Orientation and Gender Identity Law and Public Policy at UCLA School of Law is seeking an Executive Director to provide vision and creativity to build its future; to lead a team of talented and experienced researchers and staff; to engage a committed group of volunteers, donors, and advisory councils; to represent the Institute to the public, press, and policymakers; and to oversee its core programs, fundraising, and operations.

#### **About the Williams Institute**

The Williams Institute is dedicated to conducting rigorous, independent research on sexual orientation and gender identity law and public policy. A research center at UCLA Law founded in 2001, the Williams Institute produces high-quality research with real-world relevance and disseminates it to judges, legislators, policymakers, media and the public. Experts at the Williams Institute have authored dozens of public policy studies and journal articles, filed amicus briefs in key court cases, provided expert testimony at legislative hearings, been widely cited in the national media, and trained thousands of lawyers, judges and members of the public. Today, the Williams Institute has more than 24 staff and scholars, a budget of over \$4 million, and an endowment of over \$29 million. For more information about the Williams Institute, please visit <https://williamsinstitute.law.ucla.edu/>.

#### **About the Executive Director**

The Executive Director will have overall strategic and operational responsibilities for the Institute's staff, research, fundraising, budget, programs, and mission. The Executive Director will develop and implement a strategic vision that aligns with the Institute's mission and goals; guide and support staff and visiting scholars; oversee and produce high-quality research that informs public policy and advocacy efforts; cultivate relationships with donors, foundations, and

other stakeholders to achieve fundraising goals; oversee the Institute's budget and financial management; and engage with policymakers, the media, and the public to disseminate the Institute's work. In addition to successful experience as a manager and innovative leader, the Executive Director must have the capacity to collaborate and engage with the broad spectrum of the Institute's partners and audiences, and the substantive expertise and communication skills to serve as an effective representative of the organization, as well as the ability to work effectively within and create synergies with other parts of UCLA Law School. The Executive Director must have passion for the mission of the Williams Institute, appreciation for its institutional voice and values, highly developed research and writing skills, and deep knowledge of policy issues facing LGBTQ communities. The Executive Director will report to the Williams Institute Faculty Chair and the Dean of UCLA School of Law. In addition, the position will work closely with the Institute's Founders Council, which provides strategic leadership and development support for the Williams Institute, and the Institute's other advisory councils. Depending on interest, qualifications, experience, and balanced by other program priorities, the Executive Director may teach a course focused on sexual orientation, gender identity, and the law at UCLA Law to be developed and determined in consultation with the Faculty Director of the Williams Institute and the Vice Dean for Curricular and Academic Affairs. The Executive Director must live and work full-time in Los Angeles. The position travels extensively, including internationally.

This is a full-time, year-round, non-tenure track, academic position. This appointment is subject to the rules and regulations of the Regents of the University of California which are mostly embodied in The UCLA CALL and the University of California Academic Personnel Manual. (See <https://www.apo.ucla.edu/policies/the-call>; and <http://www.ucop.edu/acadpersonnel/apm/welcome.html>.)

See UC Salary Table 34 at [https://www.ucop.edu/academic-personnel-programs/\\_files/2025-26/policy-covered-july-2025-scales/t34.pdf](https://www.ucop.edu/academic-personnel-programs/_files/2025-26/policy-covered-july-2025-scales/t34.pdf) for the salary range for this position. A reasonable estimate for this position is \$260,000 to \$290,000. The salary and level of appointment will be commensurate with qualifications and experience. The position includes research and travel support.

As a University employee, the Executive Director will be required to comply with all applicable University policies and/or collective bargaining agreements, as may be amended from time to time. Federal, state, or local government directives may impose additional requirements.

### **Qualifications**

A J.D. or a social science Ph.D. is required. The ideal candidate will have at least 7+ years of successful senior management and leadership experience, a track record of innovation and program building, and knowledge of current LGBTQ law and policy issues. We are also looking for candidates with demonstrated administrative and organizational skills, and success in fundraising and managing a budget. Successful candidates will be creative, motivated, committed to diversity, have an entrepreneurial spirit, and be passionate about the Williams

Institute's mission. The individual will have an established track record for organizing and leading a strong team; be able to generate investment and enthusiasm; have strong interpersonal skills; and have a demonstrated ability to create and maintain productive relationships with colleagues, constituents, donors, and advisory board members. Extremely strong verbal and written communications skills are essential, and the successful candidate will be able to represent the Williams Institute to the press, policymakers, and the public. Applicants whose work focuses on people of color, transgender people, women, people with disabilities, children and youth, and/or people of low socio-economic status are encouraged to apply. The University of California seeks candidates committed to the highest standards of scholarship and professional activities and to a campus climate that supports equality and diversity.

### **Application Instructions**

Please apply online at <https://recruit.apo.ucla.edu/JPF10265> by submitting pdf copies of a cover letter discussing your interest, qualifications and/or experience; a resume or curriculum vitae; a statement reflecting on the candidate's personal and professional experiences, highlighting past contributions and future commitments to advancing UCLA's mission as embodied in the 2023-28 strategic plan; and the names and addresses for at least five professional references. Finalists will later be expected to supply at least two letters of recommendation during the final vetting process.

**Program:** <https://williamsinstitute.law.ucla.edu/>

### **Qualifications**

#### **Basic qualifications**

A J.D. or a social science Ph.D.

#### **Application Requirements**

#### **Document requirements**

- Cover Letter - A letter discussing your interest, qualifications and/or experience
- Curriculum Vitae - Your most recently updated C.V.
- UCLA Mission Statement - As the nation's premier public research university, UC's mission is the creation, dissemination, preservation and application of knowledge for the betterment of our global society. We have a particular responsibility to the people of the state of California which we express in the excellence of the education we provide, the impact of the research we do, the comprehensive, life-saving medical services we provide, and the public service mission we are devoted to. The University of California promotes the social mobility of its students, equips them with the tools and experience that furthers their ambitions, and regards their accomplishments across the life span as evidence of the profoundly positive impact of higher education.

The UCLA campus has expressed these goals in its strategic plan as follows:

Deepen our engagement with Los Angeles  
Expand our reach as a global university  
Enhance our research and creative activities  
Elevate how we teach  
Become a more effective institution

**Prompt for candidates for recruitment:**

Reflecting on your personal and professional experiences, highlight your past contributions and future commitments to advancing UCLA's mission as embodied in the 2023-28 strategic plan. These accomplishments and ambitions may be discussed in the context of describing your teaching, scholarship, and service

- List of References - The names and addresses for at least five professional references

**Reference requirements**

- 5-8 required (contact information only)

The names and addresses for at least five professional references

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**Help contact:** [douvan@law.ucla.edu](mailto:douvan@law.ucla.edu)

**About UCLA**

As a University employee, you will be required to comply with all applicable University policies and/or collective bargaining agreements, as may be amended from time to time. Federal, state, or local government directives may impose additional requirements.

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

As a condition of employment, the finalist will be required to disclose if they are subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct, are currently being investigated for misconduct, left a position during an investigation for alleged misconduct, or have filed an appeal with a previous employer.

- “Misconduct” means any violation of the policies or laws governing conduct at the applicant’s previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer.

- [UC Sexual Violence and Sexual Harassment Policy](#)
- [UC Anti-Discrimination Policy for Employees, Students and Third Parties](#)
- [APM - 035: Affirmative Action and Nondiscrimination in Employment](#)

**Job location**

Los Angeles, CA