

**Urban Labs Title:** Executive Director, Energy and Environment Lab

**Desired Start Date:** ASAP

### Who We Are

The University of Chicago Energy and Environment Lab focuses on identifying and testing ways to solve the world's most urgent energy and environmental challenges through cost effective and scalable programs or policies. Our goal is to assemble a portfolio of knowledge (using a variety of empirical methods ranging from "big data" and machine learning tools to randomized controlled trials) to generate new evidence about what works, for whom, and why, and to conduct benefit-cost analyses of different interventions to enable policymakers to prioritize resources for the combination of strategies that achieve the greatest social good per dollar spent.

In addition to carrying out the work above, the University of Chicago Energy and Environment Lab also, on occasion, conducts pro bono technical assistance to government agencies looking for rigorous data analysis and research support. The nature of our work as partners with government agencies requires adjusting to the pace of policymakers' work. This way of working is atypical for most research organizations, but gives us an unprecedented opportunity to partner with policymakers to help them maximize the positive impact of policies and programs that can improve lives and the environment. For more information on the Energy and Environment Lab go to: <http://urbanlabs.uchicago.edu/page/energy-environment-lab>

### The Role

The University of Chicago Energy and Environment Lab is seeking an Executive Director who will work closely with Faculty Director Michael Greenstone to develop and execute a strategy for the continued growth and success of the Energy and Environment Lab. The Executive Director leads a team of experienced and highly-competent research and administrative professionals and is responsible for guiding the full spectrum of the Lab's day-to-day operations, including strategic planning and execution, communicating with internal and external stakeholders, financial management and fundraising, and human resources. The Executive Director also will play a leadership role in building relationships with new and existing policy research partners in order to expand the Energy and Environment Lab's portfolio of work to identify, test and scale the most promising policy and regulatory approaches to protecting our environment and health. The Executive Director will report to the Faculty Director and work collaboratively with research staff in the United States and internationally.

### Responsibilities:

- Serves as a liaison for external relationships relating to the Energy and Environment Labs' research and represents the Lab to publicize the organizations activities and garner new opportunities
- Works effectively with researchers, policymakers and philanthropists at the most senior levels to build and sustain a rich portfolio of applied research projects
- Works closely with the Lab's senior fellows and advisors to develop new partnerships and ensure that they have the resource and support needed to execute large-scale projects and special initiatives
- Manages a diverse and geographically dispersed team of researchers and analysts working as part of pilots and evaluations in the field
- Develops and maintains partnerships with implementing agencies, especially, but not exclusively, federal, state, and local governments
- In partnership with the Faculty Director, raise requisite resources for the Energy and Environment

Lab; develops, strengthens, and diversifies funding sources

- Continue to develop, refine and execute on the Lab's strategic plan
- Facilitate communication across the Lab, and identify and resolve obstacles to strategic goals
- Manages Energy and Environment Lab staff; troubleshoots issues and provides training and development support as needed
- Oversees preparation of presentations, research reports, project updates, briefs, funding proposals and other communications for internal and external audiences
- Responds to media inquiries as appropriate and oversees efforts aimed at increasing the visibility of the Energy and Environment Lab
- Leads talent recruitment including interviewing potential candidates for open positions
- Manages of the Energy and Environment Lab budget including approving expenditures and preparing and analyzing budget reports

## **Qualifications**

### **Education**

Bachelor's degree in economics, public policy, statistics, or other relevant social science field required; master's degree preferred.

### **Experience**

A minimum of three years of research or public policy experience required.

Supervisory experience required.

Experience working in an applied research center strongly preferred.

Fundraising experience strongly preferred.

### **Competencies**

Strong background in public policy.

Commitment to rigorous research-based evaluation.

Excellence in organizational management with the ability to manage and mentor staff, set and achieve strategic objectives, and manage a budget.

Strong public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.

Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.

Comfortable in an action-oriented, entrepreneurial, fast-paced work environments.

Ability to effectively manage a heavy workload, competing priorities, and tight deadlines required.

Ability to work effectively in collaboration with teams.

Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.

A high level of confidentiality and discretion required.

**To Apply:**

Submit resume, cover letter, writing sample, and unofficial transcripts to Workday, requisition **JR00485**.

If you have questions about the Workday application system, please contact: [https://uchicago.service-now.com/sso?id=ssc\\_sc\\_cat\\_item&sys\\_id=cf359d671316660030c0bcaf3244b02d](https://uchicago.service-now.com/sso?id=ssc_sc_cat_item&sys_id=cf359d671316660030c0bcaf3244b02d).

If you have an **active UChicago Workday employee account**, you will need to complete the Internal Candidate application process. Internal Candidate instructions: Log into Workday and select the career worklet.

**External Candidates** should apply to the position at <https://uchicago.wd5.myworkdayjobs.com/en-US/External>

The University of Chicago is an Affirmative Action/Equal Opportunity Employer.