Executive Director Job Description

The Rhode Island Innovative Policy Lab (RIIPL) at Brown University is a collaboration between Brown University and the Office of the Governor aimed at using rigorous scientific research and big data to improve outcomes for individuals and families across Rhode Island. Our creative, energetic and diverse team includes economists, data scientists and policy analysts who work closely on projects developed with government partners and directed by leading faculty researchers. Our projects span policy areas: Closing the Achievement Gap, Social Policy Innovation, Criminal Justice, and Regulation that Works. Learn more at www.riipl.org/initiatives.

RIIPL is seeking an Executive Director to help lead RIIPL’s day-to-day operations, develop and execute external communications, and manage a diverse set of relationships.

Core Responsibilities:

- Collaborate with RIIPL’s Founding Director, Faculty Research Associates, and the Rhode Island Governor’s office to develop the project agenda
- Provide leadership for RIIPL, including identifying top talent, mentoring and supervising policy team members; executing a strategic plan; overseeing the execution of field projects; and prioritizing, delegating, and managing effectively
- Build and maintain relationships with key partners in government, non-profits, philanthropy, and the private sector
- Engage with local NGO’s and community organizations during project development and implementation
- Create and execute a strategic communications plan that includes disseminating results of research to policymakers and the public, communicating scientific research methods to key stakeholders, and developing written press releases about lab results and activities
- Plan, direct, and control program budget and manage financial and human resource processes
- Identify and develop funding from multiple sources
- Write research and business sections of grant proposals, and manage grant reporting processes with assistance of RIIPL grant management team members
- Plan, direct, and conferences, trainings, and other events

Qualifications:

- Clear, technically-correct understanding of rigorous empirical research in economics and data science
- Excellent oral and written communication skills; effective communication of research interventions and scientific findings with policy makers and community organizers
- At least a Master's degree (PhD preferred) in economics, technically-oriented public policy, or a closely related field. Graduate level coursework in microeconomics and
econometrics is required. A strong technical understanding of economics and data science is necessary to ensure that RIIPL’s findings are translated into general policy conclusions in a way that is both simple to follow but also accurate.

- Five or more years of relevant experience working in government or in a policy organization
- Ability to communicate effectively and form consensus in public forums with ideologically diverse audience members
- Ability to hire, retain, and supervise staff
- Outstanding organizational skills; highly attentive to detail and able to prioritize tasks between multiple projects
- Demonstrated expertise building collaborations between academia and governmental agencies
- Strategic, entrepreneurial approach to developing ideas and designing solutions
- Ability to hire disparate constituents together and build consensus
- Creativity and rigor in finding answers to complex problems
- Ability to use and embrace task management and documentation software critical for organizing and documenting work in a scientific lab with research that impacts policy.
- Desire and ability to enforce subordinate’s compliance with task management and documentation software use protocols to ensure integrity and documentation of lab processes and communications with internal and external parties.

This is a senior leadership role that will suit a person who is intellectually curious, high energy, has enthusiasm for science and policy innovation, and outstanding organizational and communication skills, who enjoys working with intense and highly skilled team of scientists, and who is willing to put in the level of work, energy and commitment needed to use science to create actual change. This is an opportunity to work with leading researchers and committed government partners in an energetic, innovative and collegial environment.

To apply, please do the following:

1. Complete the application at Brown University [here](#).
2. Email [connect@riipl.org](mailto:connect@riipl.org) with the subject line ‘EXECUTIVE DIRECTOR APPLICATION’ and attach the following:
   a. Cover letter
   b. CV
   c. Transcripts for all degrees (unofficial is acceptable)
   d. One technical writing sample (for a scientific audience) and one non-technical writing sample (for a policy audience).
3. Fill out [this form](#).

You must complete all steps for your application to be considered. Thank you.