

Position Description

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| Title: Associate Director, Knowledge Initiatives | Hours: .50 FTE |
| Job Code: 9341M2 | Salary: TBD |
| Department: Institute on the Environment | Created On: |
| Reports to: Jessica Hellmann, Director of the Institute on the Environment | Last Revision Date: 10/8/2018 |

Overview:

The Knowledge Initiatives Associate Director (AD) will direct efforts and build synergy across our broad research portfolio, as well as collaborate with faculty, community partners, the UMN systemwide campuses, the IonE Management Team to launch new research efforts.

IonE seeks to increase the knowledge that is most needed to create a sustainable future. This knowledge crosses disciplines, has practical value, and is developed with practitioners in the broader world. In many cases and places, essential information about the social-environmental problems and viable solutions are lacking, and IonE is committed to filling those critical knowledge gaps. IonE's knowledge portfolio contains a collection of established programs that will grow and change over time to best achieve the Institute's mission and vision.

The Knowledge Initiatives AD will be responsible for supervising, mentoring, and supporting a research staff of upwards of 10 FTEs, as well as building and directing the group's overall budget. The AD will direct Knowledge Initiative programs in a way that has the greatest possible impact, maximizes value to the IonE community, and attracts external funding and partnerships. The AD will be an active member of the IonE Management Team and, in addition to their direction with the Knowledge portfolio and staff, will be co-creating and implementing IonE's new strategic vision and Impact Goals.

The Knowledge Initiatives AD will be responsible for driving the fundraising efforts in the knowledge portfolio. The staffing and operations of the knowledge portfolio are largely dependent on externally sourced funds; whether that be through sponsored projects, external sales, or philanthropy.

This AD position is a fixed 50% appointment. Benefits are available for personnel who hold a combination of appointments within the University that are at or above 75%. It is suggested, but not required, that the remaining effort will be filled with external grants or related activities that provide salary support. The salary provided by IonE may also be used to supplement current departmental commitments. IonE can be flexible in making appointment accommodations and those may be negotiated at the time of offer. The Knowledge Initiative AD position is expected to be held for 2-3 year increments (and could be extended), with an annually renewing contract and annual review with the Director. It is expected that the majority of the time will be spent on the St. Paul campus.

IonE is committed to creating and supporting a diverse and inclusive work environment. It is IonE's mission to help people and planet prosper through just, equitable, and inclusive work across our community. As a part of IonE's Management team, the AD will be responsible for considering diversity, equity and inclusion within the programming they oversee and through the work processes they manage.

For consideration of this position please submit the following materials:

- CV & Cover letter detailing your interests and qualifications.
 - Please also describe how your scholarship, teaching, and/or service contribute to diverse communities

Job Duties:

40 % Lead and Manage IonE Research People & Programs

- Supervise and mentor IonE research ("Knowledge") directors, research staff and postdocs and meet with IonE Director on a monthly (minimum) basis
 - NOTE: *The new AD will be leading staff who are part of existing programming, but who have been restructured in the Knowledge Initiatives group.*
 - Support all Knowledge staff and students to advance professional development and build institutional leadership capabilities; ensure mentoring group for postdoctoral fellows is adequately staffed and supported.
 - Convene monthly meetings of all direct reports
 - Ensure that members of the Knowledge group are assigned to cross-functional teams according to IonE matrix work strategy
 - Conducting performance evaluations (at least annually but more often if needed)
- Participate in annual budget process for the unit and your portfolio
 - Strategic budget planning - develop long-range budget to support the vision of impact goals of the Institute
- Identify and actively cultivate opportunities for grant proposals and other external funding to support current and new initiatives; collaborate with IonE's development officer to create an annual plan for philanthropy around Leadership activities and priorities.
- Work with IonE Management Team to define impact metrics and ensure data is tracked and reported on as needed by direct reports.

40% IonE Research Coordination

- Convene IonE Knowledge directors and PIs receiving IonE grant funds quarterly to identify opportunities for collaboration and resource sharing, as well as to identify how IonE can best address needs identified by the group.
- Work closely with IonE Administrative Director, Grants Manager, Communications Director and Director of Strategic Development to support the priorities and vision for Knowledge Initiatives.
- Work with the IonE Director, IonE Management Team and the Faculty Leadership Council to identify emerging research opportunities, funding opportunities and possible collaborations and ensure that programs fulfill the goals of IonE in a comprehensive and integrated way.

- Convene Faculty Leadership Council Sub-committee to make final funding decisions for IonE grants program (2-3 times a year).

20% IonE Leadership

- Attend weekly IonE Management Team meetings, representing both interests of Research Portfolio and IonE as a whole.
- Explore and propose new research initiatives.
- Be an ambassador for IonE across the University.
- Participate in IonE's Executive Advisory Board and Faculty Leadership Council meetings
- Participate in IonE's Annual Meeting as a presenter and facilitator.

Qualifications - we will be screening candidates for these required qualifications:

- Terminal degree preferred with at least 8 years experience, a BA/BS is required, and prior oversight of a cross-disciplinary team
- **Ability and availability to work out of the Institute on the Environment for .50 FTE on the UMN Twin Cities' St. Paul campus.**
- Relevant research, leadership and outreach experience and active work in a field(s) related to the work of the Institute.
- Demonstrated experience in managing complex, interdisciplinary teams, and leading and advocating for collaborative projects
- Strategic budgeting and budget administration, fund development, grant writing and administration.
 - Experience in fundraising - writing grant proposals, philanthropic outreach, other partnerships with external partners
- Experience working in or with higher education (at any level).

Key characteristics of the successful candidate will include:

- Leadership and Organization – exceptional capacity for managing and leading people; ability to connect staff both on an individual level and in large groups; capacity to enforce accountability, develop and empower top-notch leaders from the bottom up, lead from the top down, cultivate entrepreneurship, and learn the strengths and weaknesses of the team so as to put people in a position to succeed.
- Commitment to cultivating and supporting a diverse and inclusive work environment
- Strong personal integrity and a collaborative style; capable of building and sustaining productive, effective working relationships.
- Can work within an ambiguous, fast-moving environment, while also driving toward clarity and solutions; demonstrated resourcefulness in setting priorities and guiding investment in people and systems.
- Strategic Vision and Agility – ability to think strategically, and anticipate future consequences and trends.
- Capacity Building – ability to effectively build organization and staff capacity, developing a top-notch workforce and the processes that ensure the organization runs smoothly.

- Ability to generate respect and trust from staff and external constituencies. Ability to lead, plan and manage change.
- Passionate about IonE's mission and able to promote and communicate the philosophy, mission and values of IonE to external and internal stakeholders.

Working Conditions:

The majority of the work in this position is performed in a general office setting. IonE offices and meeting spaces are accessible and the building has accessible gendered restrooms on-site.

Non-gendered restrooms are accessible through the tunnel system but would not be considered convenient for regular daily use.