The UC Davis Policy Institute for Energy, Environment and the Economy is seeking a leader to further its goal of leveraging university expertise to inform policy and decision-making.

The Executive Director should have significant experience with government policy-making, research activities at a major university, and raising funds from government and foundations. They should also have strong management skills. He or she should also have substantive expertise on energy and environmental issues.

The Executive Director manages and leads the Institute, and is responsible for funding and budgets. The Director will work to transfer knowledge and expertise to government agencies and legislatures across the U.S. and in some cases to other countries. The primary challenge is to bridge the gap between university researchers and policymakers and decision-makers in government. The Executive Director will work closely with researchers across the Davis campus as well as at other universities and research centers.

It is important to build a strong communications program at the Institute, including traditional mechanisms as well as social media, and to maintain and strengthen strong ties with state and federal government agencies.

Applications should be submitted through the UC Davis online application. Click here, or go to www.employment.ucdavis.edu/ and search job requisition number: 03013695. Applications will begin to be reviewed on February 27 but will continue to be accepted until an appointment is made.

Further elaboration on the responsibilities and qualifications for the position follow.

Essential Responsibilities

• **40% Strategic Planning and Management Leadership**
  Provide vision, management, leadership, and policy direction for programs, activities, and events. Develop and execute internal strategic plan to collaborate with and leverage research activities in existing campus units. Develop business model (fundraising) and external communications plan that leads to expansion, prestigious profile, and high impact. Determine which research activities are most likely to have a positive impact on policy and most likely to attract financial support, and devise a plan to target those activities, engage with government partners, and communicate findings and outcomes as broadly and prominently as possible.

  Build strong working relationships with local, state and federal government agencies, NGO’s, foundations, universities, and leading academics to create opportunities to inform policy, enhance the visibility and recognition of campus research activities, and increase the impact of Institute projects.

  Facilitate a faculty Steering Committee and an external Advisory Board that supports Institute activities, including strategic research priorities, communications, and fundraising.

• **25% Communications, Marketing, and Outreach**
  Devise and implement a communication plan that assures research outputs are widely disseminated and have a large and positive impact informing policy. Create innovative communications activities that rely on a range of new media formats. Ensure compliance with campus policy and standards in all communications. Facilitate faculty, student, and researcher participation in high impact policy-relevant activities including legislative and agency testimony, policy briefs, webinars, and forums. Secure speaking engagements at conferences and meetings to represent the Institute and Institute activities.

• **20% Income Generation and Development**
  Develop and implement a comprehensive fundraising plan that supports the goals of the Institute. Plan, initiate and lead major fundraising activities and initiatives in collaboration with the fundraising staff for the Transportation and Energy Cluster. Assure that fundraising activities are conducted in accordance with Office of Development policies, practices, and standards. Target private foundations, government agencies, private philanthropists, and industry. Create tailored fundraising plans for each, including, for instance, a consortium or affiliate program for companies. Collaborate with campus researchers to solicit funding and prepare research proposals.
• **15% Research and Education**
  Prepare, author and co-author publications, research reports and presentations with researchers across campus on various energy and environmental policy topics. Facilitate graduate student placement in policy-relevant positions including internships and career positions.

**Key Qualifications**

- Advanced degree or equivalent combination of education, experience in energy and/or environmental science and/or policy-related field, and experience conducting academic research.
- At least three years of experience in public and/or private sector related to local, state, and/or federal policy.
- Experience with strategic planning, program design, management and implementation.
- Experience with issues and policies impacting state, federal and/or international issues.
- Fundraising experience with proven record of soliciting funds from foundations, government agencies, corporations and individuals.

**About the Policy Institute:**

The Policy Institute is a bold initiative that supports collaborative engagement at a critical time for decision makers. Governments at every level are under intensifying pressure to promote a healthy, growing economy while simultaneously improving environmental quality, increasing efficiency, diversifying the energy supply, creating greater resiliency to energy disruptions, and responding to climate change—despite shrinking capacity and expertise.

The Policy Institute responds to this challenge by focusing on issues where UC Davis has world-class expertise including: sustainable mobility, clean energy, energy and water efficiency, climate, agriculture, and ecology, including air and water quality. We advance our mission through the following activities:

- **Leveraging Research:** Based on policy needs, leverage the extensive repository of existing research and expertise at UC Davis and partner with other top research institutions to bring the most relevant and timely knowledge to bear on these issues as well as identify key information gaps and promote research to address these needs;

- **Informing Policy:** Engaging in productive dialogues with scientists, government, industry, and NGOs to identify priority policy information needs, increase awareness and understanding, and improve decision-making to address pressing energy and environmental issues;

- **Training Leaders:** Engage and educate students, researchers and faculty in the policy process so they can learn effective policy communication skills, increase the impact of their research on policy, and, if they choose, pursue a career in policy making.

To learn more about the Policy Institute, go to [policyinstitute.ucdavis.edu](http://policyinstitute.ucdavis.edu)