

MIT Job Description

Job Title: Mgmt 3, Government & Community Relations	Position Title: Director of Policy & Engagement, MIT Climate Policy Center
Pay Grade: 10	% Effort or Wkly Hrs: 100%
Department: MIT Climate Policy Center	Reports to: Executive Director

Hiring Pay Range: \$104,400- \$140,500

Position Overview:

Reporting to the Executive Director of the MIT Climate Policy Center, the Director of Policy & Engagement leads efforts to amplify and strategically enhance existing climate policy-relevant research at MIT and identify new opportunities for climate policy-relevant analysis based on policymaker needs. Working closely with research and communications teams, program managers, and affiliated faculty, the Director of Policy & Engagement helps set and execute the MIT Climate Policy Center's mission and strategy; leads proactive and responsive policy engagement with state, federal, and international government representatives to advance the adoption of evidence-based climate policy informed by MIT research; ensures timely, high-quality external communications with government and policy ecosystem stakeholders; and oversees the development of a range of knowledge products and policy briefs.

Principal Duties and Responsibilities

Strategy Design and Delivery (20%)

- **Strategy Delivery:** Lead efforts to create, and execute on the center's medium- and long-term strategic plan. This includes building out operational plans and KPIs that ensure the center stays on track and can report on progress and success
- Lead efforts to review strategy on a regular basis and propose improvements and re-prioritization of activities based on the changing political and policy landscape.

External Engagement, Policy Analysis & Communications (30%)

- **Opportunity Identification:** Reviews policy discussions and identifies ways for MIT to

strategically engage decision makers at the state, federal, and international levels to identify opportunities for MIT researchers to engage and inform proposals; reports out on outcomes and discussions emerging from congressional hearings at the federal level, international meetings (E.g. UNFCCC, WEF), and other relevant gatherings that might impact research priorities for the center.

- **Policy Ecosystem Relationship Management:** Cultivate relationships with general and issue-specific policy ecosystem members within subnational, national, and international domains including government, non-government, and private sector stakeholders to leverage MIT research and expertise; attend events, symposia, seminars, and panel discussions to stay abreast of policymaker needs, strengthen relationships and enhance MIT's visibility.
- **Knowledge Product Creation & Development:** Oversee efforts and contribute to authoring knowledge products that effectively communicate MIT policy analysis and research (e.g., policy briefs, research commentaries); draft and edit science policy documents on behalf of MIT Climate Policy Center leadership and faculty; oversee products developed by student interns, research assistants, and post-doctoral researchers affiliated with MIT Climate Policy Center.
- **Convening:** Designs and directs educational events that bring together researchers and policy ecosystem leaders to advance evidence-based policy, including both on and off campus (e.g., workshops, panel discussions, etc); Contributes to the development of annual MIT Congressional Staff Seminar agendas; Identifies opportunities for and contributes to the development of educational seminars, symposia, and forums for policy stakeholder audiences.
- **Communications:** Serves as the primary resource for the MIT Climate Policy Center on framing MIT research for policymaker audiences (e.g., develops presentation materials, drafts op-eds, and social media communications); represents MIT Climate Policy Center at academic and policy conferences and events to disseminate knowledge products.

Internal Researcher Relationship Management, Opportunity Identification and Qualification (20%)

- **MIT Researcher Relationship Management:** Identifies and qualifies relevant MIT research that could contribute to and enhance public policy proposals, recommendations, and rules; Cultivates relationships with MIT researchers and provides strategic guidance in engaging with policy audiences; attends academic conferences. Monitors research publication communications (MIT News, Google Scholar alerts, etc) to stay abreast of emerging MIT policy-relevant research.
- **Research:** In collaboration with the faculty director, research director, and principal investigators, provides critical guidance to researchers and research teams when incorporating policy implications into research design and execution.

Management and Administration (30%)

- **Project Opportunity Identification:** Leverages policy ecosystem relationships to identify time-sensitive opportunities for MIT faculty to analyze and inform existing and forthcoming policy; leverages MIT researcher relationships to identify existing and emerging research at MIT that can inform and enhance policy discourse and design.
- **Project Management:** Lead the development and implementation of projects associated with all identified workstreams, including developing plans, holding contributors accountable to deadlines, and informing relevant parties of key decisions and outcomes. Responsible for setting processes and procedures for executing the center's strategy. Ensures identified projects meet MIT quality standards, are appropriately resourced, high-leverage, and align with MIT strategic objectives.
- **Strategy:** Develops strategic goals for the center's policy engagement activities, serves as thought partner for the Faculty and Executive Director in revisiting and revising strategic goals in line with changing policy and political environments.

Perform other duties as assigned.

Supervision Received:

Reports to the Executive Director of the MIT Climate Policy Center

Supervision Exercised:

Supervises and mentors center project manager, student interns, research assistants and postdoctoral researchers within the MIT Climate Policy Center

Qualifications & Skills:

- Bachelor's degree in a related field of study required; Master's or Doctoral degree in natural sciences, social sciences, economics, or engineering preferred.
- Excellent project management skills and an established record of managing and prioritizing multiple time-sensitive demands.
- Minimum 7 years of relevant experience required, including program/project management, policy development, and/or policy advisory experience.
- Strong writing and analytical capabilities required.
- Significant demonstrated experience with federal and/or state-level government relations and/or policy communications. Local and international policy experience preferred.

- Mature understanding of legislative and regulatory processes, including topical jurisdiction and policy ecosystems.
- Demonstrated excellence at cultivating relationships within an organization and with external constituencies, including Capitol Hill, federal agencies, state legislatures, and executive branches, NGOs, think tanks, and other relevant policy stakeholders.
- Superior communication skills with an ability to understand, distill, and translate complex technical material for different policy audiences.
- Must be adaptable – job responsibilities are subject to change in response to rapidly evolving policy and political landscape.

Competencies:

- **Contribute:** Is self-directed and proactive while advancing work and achieving results.
- **Collaborate:** Communicates openly and effectively by exchanging high-quality information, ideas, and opinions in an open and timely manner with internal and external audiences.
- **Engage:** Fosters innovation and experimentation by applying original thinking, expertise, and professional experience to solve problems and develop new options and approaches.
- **Lead:** Focuses on impact and outcomes while working to make a difference and achieve organizational goals. Initiates and sustains change that creates value.
- **Manage:** Manages people and teams by providing direction, support, and encouragement to accomplish organizational goals.

Occasional weekday evening and weekend work and travel will be required.

U.S. citizenship or permanent residency is required.

Job location in Washington, D.C. or Cambridge, MA.

*** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.*