

## MIT Job Description

<b>Job Title:</b> Program & Project Admin	<b>Position Title:</b> Associate Director, Climate Pathways Project
<b>Reports to:</b> Lecturer and Sr. Assoc. Director, MIT Sloan Sustainability Initiative	<b>% Effort or Wkly Hrs:</b> 100% Effort
<b>Department:</b> MIT Sloan	

### **Position Overview:**

The Sustainability Initiative's vision is to empower leaders whose impact, professionally and personally, will ensure that humans and nature can thrive for generations to come. We bring academic rigor to real-world challenges by supporting the research of our faculty directors in the areas of systems dynamics modeling through the Climate Pathways Project, and economic measurement through the Aggregate Confusion Project. This role supports the Climate Pathways Project's mission to use our interactive C-ROADS and En-ROADS simulations to advance the adoption of evidence-based climate policy through top decision makers in the public and private sector.

Reporting to the Lecturer and Senior Associate Director, the Associate Director is responsible for promoting the use of our interactive simulations among leaders in policy and business by overseeing the engagement (i.e. communications, education, and outreach) strategy of the project. This includes, but is not limited to, developing verbal and written communications products to support the project's mission, identifying and tracking success metrics, leading research with the UMass Lowell Climate Initiative on the project's impact and efficacy, and supporting graduate research assistants.

The Associate Director will be a core member of the Climate Pathways Project team, contributing to the project's overall strategy and direction. The position reports to Senior Associate Director, MIT Sloan Sustainability Initiative.

### **Principal Duties and Responsibilities (Essential Functions\*\*):**

#### **Climate Pathways Project Engagement Operations 40%**

Much of the success of the Climate Pathways Project relies on operations management and continuous process improvement. The Associate Director will design and manage processes that ensure engagement (i.e. communications, education, and outreach) operations are effective and efficient, including:

- Providing expert knowledge in engagement strategies to advance the adoption of evidence-based climate policy through top decision makers in the public and private sector.
- Providing input into strategic planning and operations for the overall project, taking the lead role on engagement planning to ensure efforts align with project strategy and have clear objectives and success metrics.
- Accurately representing the Climate Pathways Project to internal and external stakeholders, including leaders in policy and business, other MIT climate program offices, and partner organizations.
- Collaborating with internal and external stakeholders to ensure that our interactive simulations remain relevant and useful in climate policy decision-making, including with other MIT climate programs, the UMass Lowell Climate Change Initiative, Climate Interactive, and other climate policy and climate communications groups.
- Developing and managing relationships with external vendors, including any outside marketing, communications, public relations, and/or media relations firms.
- Managing activities and strategies to ensure engagement operations are effective and efficient, including: identifying and tracking leaders in policy and business who can benefit from our simulations; maintaining a record of leads, active prospects, engaged leaders, and candidates for participation in our impact research.
- Developing and managing engagement-related budgets and project timelines.
- Developing recommendations for process improvements and developing systems and resources to support them.

#### **Climate Pathways Project Communication and Outreach 30%**

In addition, the success of the Climate Pathways Project relies on its ability to take ideas, framings, systems insights, and analytical findings from our work and interject them into the media and decision-making landscape where they can make a difference. The Associate Director will conceive, design, and create communication products to expand the recognition and use of our interactive simulations by top decision makers, by:

- Monitoring climate and energy news, especially as it relates to federal climate policy, major state policy initiatives and innovations, and financial markets, in order to craft rapid response communications using insights from our simulations and research.
- Conceiving, drafting, and/or editing a variety of written communications including, but not limited to, issue briefs, columns, op-eds, press releases, and newsletters that advance our team's work and translate our research findings to key audiences.
- Conceiving, drafting, and/or editing social media content that supports the project on multiple platforms including, but not limited to: Twitter, Facebook, and LinkedIn
- Supporting the development of presentations for external audiences and facilitating workshops with key legislative representatives at all levels of government and across the entire political ecosystem.
- Working with faculty and partner think tank, Climate Interactive, to develop a master class for hand-selected leaders who want to learn more about the dynamics of climate change and teach those using our simulators.

### **Climate Pathways Project Research, Analysis & Reporting 30%**

As the Climate Pathways Project has a strong focus on advancing evidence-based climate policy decision making, it is imperative that we also collect evidence to help us continually improve our interactive simulations and engagement work, in order to share success stories that further advance our mission. The Associate Director will lead our research, analysis, and reporting processes, by:

- Overseeing impact research on the effectiveness of our simulations with leaders in business and policy, in collaboration with academic researchers at the UMass Lowell Climate Change Initiative.
- Supporting Climate Pathway Project Research Assistants, overseeing their work on impact measurement as well as supporting their independent research projects that advance the overall mission of the project.
- Managing, expanding, and improving the Climate Pathway Project engagement database, in order to track, analyze and report on success metrics.
- Responding to external requests for policy analysis and information by synthesizing research and scholarship from MIT and other sources into clear, evidence-based memoranda and other written products.

### **Supervision Received:**

Supervision is provided by the Initiative's Lecturer and Senior Associate Director; position requires ability to perform with minimal supervision.

### **Supervision Exercised:**

No direct reports. Will require coordination with department admin, communications coordinator, and oversight of work performed by outside partners and firms.

### **Qualifications & Skills:**

Required:

Bachelor's degree is required.

Minimum 3 years of administrative, operations, and/or project/program management experience required

Domain knowledge in climate change is required.

Must excel at project design and management.

Compelling writer – able to develop drafts under tight deadlines and juggle multiple writing assignments simultaneously, while synthesizing complex and diffuse information for different audiences.

Excellent verbal communicator – strong public speaking and PowerPoint skills.

A clear understanding of continuous improvement.

Ability to influence others to reach agreement.

Preferred:

Master's degree

5 years of administrative, operations, and/or project/program management experience required

Experience in a think tank, government agency, legislative body, or research organization is preferred.

Strong grasp of the climate policy landscape – including the issues, debates, and different actors/stakeholders preferred.

### **Competencies:**

#### **Contribute**

1. Manages ambiguity and navigates change while being comfortable and confident working in a fast-paced and changing environment
3. Is self-directed and proactive while advancing work and achieving results

#### **Collaborate**

4. Works towards team success with humility, as both a member and a leader of formal and informal teams
5. Collaborates with others while respectfully advancing organizational goals and achieving desired outcomes

#### **Engage**

7. Acts with caring and a sense of community while demonstrating genuine respect towards every person
8. Fosters innovation and experimentation by applying original thinking, expertise, and professional experience to solve problems and develop new options and approaches

#### **Lead**

10. Focuses on impact and outcomes while working to make a difference and achieve organizational goals
11. Influences others by gaining commitment, buy-in, and support

\*\* 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.