

## Washington State Institute for Public Policy Job Recruitment - Director

**CLOSES:** January 15, 2018

**SALARY RANGE:** DOQ

**SPECIAL NOTE:** This is a full-time overtime-exempt, "at-will" appointment, exempt from Washington State civil service rules and the Fair Labor Standards Act overtime requirements.

### **ABOUT THE INSTITUTE**

The Washington State Institute for Public Policy (WSIPP) is a nonpartisan public research group located in Olympia, the hub of Washington State government. WSIPP is a team of multidisciplinary researchers who conduct applied policy research for the state legislature in a creative and collaborative environment.

WSIPP is strongly committed to the core values of nonpartisanship, quality, and impartiality. Created in 1983, WSIPP has become nationally and internationally recognized for the design, depth, and quality of its research reports and benefit-cost analyses.

WSIPP is governed by a 16-member Board of Directors, including members of the Senate and the House of Representatives, legislative staff directors, agency directors, and representatives of public universities.

### **ABOUT THE POSITION**

The Board is seeking a nonpartisan, credible, and unifying leader who is deeply committed to high quality public policy research to serve as the Institute's Director.

The Director is responsible, under the direction of the Board, for developing the Institute as a valuable resource for policymakers through directing, coordinating, engaging in, and assuring the production of the highest quality nonpartisan public policy research on issues of importance to Washington State.

The Director supervises key staff, including, but not limited to, the Associate Director, the Operations Manager, and Senior Research Associates. The Director is responsible for ensuring the quality of all work of these staff as well as any work conducted through university faculty, independent consultants, and associates in state government. Like all staff, the Director is expected to demonstrate high professional and ethical standards.

Under the Institute's bylaws and with the guidance and direction of the Institute's Board:

- The Director oversees all work of the Institute and must be proactively aware of the policy research needs of the Washington Legislature. The Director must keep current on all applied research and policy studies being conducted within the Legislature and state agencies. He/she must continually seek to assess, with the Institute, university and consultant colleagues, the impacts of changes in Washington's economy, demography, society, and technology on the role and functions of state and local governments in Washington State.
- The Director coordinates and gives testimony and presentations on the Institute's research and findings at legislative hearings and work sessions, agency briefings, and presentations before other organizations in Washington State. Where and when appropriate, the Director coordinates and/or gives presentations for national and regional applied policy research conferences on the Institute's work.
- The Director is responsible for the development of all Institute projects, which may include involvement in the development of proposed legislation on Institute projects. He/she will develop, and/or coordinate the development of, all project outlines, project designs, staffing patterns, timelines, budgets, and work products (reports, issue briefs, newsletters, briefings, and legislative committee presentations).
- The Director is responsible, with the Associate Director and other Institute staff, for all budget, operational, security and data security, personnel, and internal management issues for the Institute. He/she will ensure the maintenance of records sufficient to monitor the budgets of the Institute and its projects. He/she will ensure the proper preparation, execution, and management of all requests for proposals, grant proposals/ grants, contracts, and interagency agreements with individuals, public entities, and private organizations.
- The Director organizes and convenes meetings of the Board of the Institute to seek and obtain guidance from the Board on Institute projects, budgets, and general directions.

- The Director maintains a role of leadership in applied policy research within Washington State government, with particular attention to research relevant to issues before the Washington Legislature.

## **THE IDEAL CANDIDATE**

As previously noted, the Board seeks a nonpartisan, credible, and unifying leader who is deeply committed to high quality public policy research and the mission of the Institute. Proven leadership experience, political acumen, and knowledge of the policy research needs of the Washington Legislature are important. The ability to build and maintain positive working relationships with legislators and legislative staff is essential. Strengths in both external relations and internal management with an ability to balance the two are also necessary.

## **DESIRABLE QUALIFICATIONS**

A Master's degree or Ph.D. from an accredited institution of higher education, experience managing professional and support staff carrying out applied policy research in a nonpartisan setting, and extensive experience as a principal investigator conducting applied policy research and communicating research results to policy makers are highly desirable. Experience working collaboratively with elected officials in a legislative setting is also desirable.

## **CONDITIONS OF EMPLOYMENT**

The Director must provide proof of identity and employment eligibility within three days of beginning work.

## **WORK ENVIRONMENT**

The Director works in an office environment with occasional meetings in a group setting. Flex scheduling and occasional telecommuting are allowed.

## **APPLICATION PROCESS**

Persons interested in this position must submit a letter of interest and a current resume by January 15, 2018. For details on the application requirements and process visit: <https://evergreen.peopleadmin.com/postings/1714>

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, genetic information, disability, or veteran status.