

Assistant Director, Research and Grants

The Assistant Director of Research and Grants will contribute to all aspects of the successful management and growth of the Tishman Environment and Design Center. The Assistant Director will be responsible for the project management of external research and special projects, support fundraising initiatives in partnership with University Development and will oversee the finances and administration of the Center. The Assistant Director will help oversee, including hiring and training new staff, a major new grant from the Northlight Foundation, this project has more than doubled the Tishman Center budget. The Tishman Center intends on hiring two new F/T staff members this year and a third staff member in 2020-2021.

Project Management

- Oversee the management of the new Environmental Justice Leadership Development program (\$500K - \$1million program annually) as funded with a major grant by the Northlight Foundation including:
 - Hiring, training and overseeing two new full-time staff members
 - Managing project development and implementation for the two P.I.s, ensuring tasks are completed in a timely manner
 - Contribute to all reporting, website development, program marketing, and overseeing budgeting

Research Management:

- Contribute to all aspects of collaborative research, special projects and technical assistance initiatives co-designed with environmental justice, community-based or philanthropic organizations including managing the public release of major reports co-produced with external partners
- Interface with external partners and represent the Center's mission, skills and commitment
- Interface with media, respond to reporters questions regarding research
- Hire, train and oversee graduate-level research assistants
- Ensure projects stay on track and are sufficiently staffed for completion
- Review and edit research assistant products
- Conduct research and prepare reports on an as-needed basis
- Represent the Center and its research to media and reporters

Financial and Administrative Management:

- Build and maintain the TEDC budget, including tracking expenditures and commitments
- Create and manage budgets for all grants and ensure budgets stay on track
- Handle all HR duties including hiring and managing research assistants and federal work study students

Grants and Fundraising:

- Support the TEDC Director and Associate Directors work with the University Development and Alumni Affairs Office to identify, strategize, and pursue funding

opportunities with foundations, corporations, alumni networks, individual donors, government grants, and any other strong prospects for sponsorship to increase TEDC revenue and develop a stronger donor base

- Draft proposals and budgets for grant submissions
- Draft reports for grants
- Liaise with foundations and potential donors

Overall Center Management

- Contribute to the successful growth and management of the Center
- Ensure completion of annual and special projects such as Faculty and Student Research Support Grants and Special Conferences
- Contribute to ongoing Center projects such as website design and upkeep, annual reports and strategic planning