



## POSITION ANNOUNCEMENT

### Senior Director of Policy and Research

**Reports to:** Executive Director

**Location:** Remote USA

**Travel:** Occasional travel (~6 times/year) for conferences, convenings, staff retreats

**Salary and Benefits:** This is a full-time position with an annual salary of \$155K - \$170K, based on experience. Includes excellent benefits: medical, dental, vision, life insurance, 401k (with company match), sick leave, vacation, paid holidays, and 'Focus Weeks' designed to promote ongoing learning. In addition, there are funds for office setup, professional development, and a monthly stipend to cover phone and internet.

#### ABOUT JUST SOLUTIONS

Just Solutions is a national nonprofit organization that drives innovative, equitable solutions to the climate crisis in support of healthy, resilient communities, and accountable democratic institutions. We ground our work in the broader movement for environmental justice and the guiding principle that frontline communities most harmed by climate change should lead in designing and implementing solutions.

[Our Board, Staff, and Senior Fellows](#) have dedicated their careers to advancing justice-centered campaigns, organizations, and coalitions. We are majority BIPOC and first-generation college graduates with advanced degrees in public policy, law, and urban planning. We bring decades of experience leading groundbreaking, equity-centered research, public policy, and community-driven coalitions and campaigns.

**Our core partners** are justice-centered policy advocates from state-based climate and clean energy organizations and coalitions, most of which do not have in-house research staff. We conduct original policy research and provide analysis, in consultation with our partners, as an advocacy tool to shape and inform a broader public conversation and more equitable public policy.

#### POSITION SUMMARY

Just Solutions seeks an entrepreneurial Senior Director of Policy and Research to lead the development, implementation, and evaluation of Just Solutions' policy and research agenda, strategy, and deliverables. Reporting to the Executive Director, this position serves as a member of the senior leadership team to advance organization-wide priorities, supervises a five-person team, and engages

closely with Senior Fellows on a wide range of climate justice efforts. In addition, the Senior Director builds and leverages Just Solutions' external partnerships with state-based organizations, researchers, regulators, and policymakers to develop scalable climate policies. **Key responsibilities include:**

### **Strategy and Impact**

- Provide the vision and long-term strategy for increasing Just Solutions' policy and research capacity and impact within the climate movement.
- Set long-term and annual policy and research priorities and deliverables, including:
  - Providing the movement with equity-centered, technical research and policy analysis on [critical climate justice issues](#), [best practices](#), and implications of [policy threats](#), as requested by our state-based partners.
  - Proactively developing and advancing the most promising policy models for climate justice, especially when state and federal priorities are emergent or undefined.
- Provide policy and research strategy and guidance in support of Just Solutions' states program with coalition tables that bring together state partners, to problem solve, innovate, and replicate justice-centered policy solutions.
- Partner with the Senior Director of Organizational Effectiveness to track and report the impact of Just Solutions' policy and research efforts to Board, staff leadership, funders, and partners.
- Collaborate with the Director of Growth and Impact to identify new opportunities for programmatic and partnership expansion.

### **Research and Policy Development**

- Lead the development and implementation of consistent research protocols to provide rigorous standards for data collection and analysis, review processes, engagement of community partners, and collaboration with external experts.
- Lead research and policy analysis on mission priorities and provide consistent editorial feedback to enrich the work process and product.
- Lead research, writing, editing, and publishing of reports, white papers, articles, or policy briefs (the team currently produces ~12 publications/year, including ~6 short-form analyses or briefs and ~3 in-depth reports), serving as the final approver of written products.
- Identify and pursue funding and build resources for the team such as access to peer review journals, data, analytical tools, trainings, and professional development opportunities around research.
- Attend and present at relevant convenings, conferences, webinars, panels, and other opportunities to strengthen Just Solutions' leadership voice and broaden networks.
- Collaborate with the Director of States Initiatives to address policy and research priorities of core partners; when requested, participate in core partner and related activities, including connecting partners to other experts, colleagues, and resources.
- Collaborate with the Education and Communications team to ensure our policy and research contributions are accessible, action-oriented, and distributed to diverse audiences across the country, including the development of a new climate justice policy training and capacity building program.

## **Organizational Leadership and Team Management**

- Work closely with the Executive Director and other senior leadership staff to define and advance the organization's long-term programmatic and operational priorities.
- Advise on staffing structure, performance, budget, operations, and workplans to ensure the organization effectively delivers on its policy and research priorities.
- Determine and manage the policy and research program budgets, ensuring cost effectiveness and accurate reporting to funders.
- Support fundraising efforts, including providing guidance on proposals and tracking and reporting on accomplishments and impact.
- Manage high performing policy and research staff and provide consistent evaluation, mentorship, and constructive feedback to support their ongoing growth and professional development.
- Oversee and set clear expectations for the development and implementation of workplans (organizational, project, and individual) and lead the policy and research teams to deliver the highest quality deliverables on time and within budget.
- Identify and oversee the work of consultants, as needed.

## **CANDIDATE PROFILE**

The Senior Director of Policy and Research holds significant internal responsibilities and must knit together multiple research and policy efforts into an inspiring and cohesive movement strategy. This role is a new position, requiring a strategist and implementer who plays a visible external role with community partners while building programs, establishing internal systems and standards, managing their own research portfolio, overseeing a team and supporting their research efforts, and leading with creativity, flexibility, and comfort with ambiguity.

The ideal candidate is a values-driven policy expert and researcher with a proven track record of developing and advancing innovative, justice-centered solutions to the climate crisis. They are results-oriented with the content expertise, technical skills, and political savvy to drive an ambitious agenda for maximum impact. The Senior Director can listen effectively and appropriately partner with community organizations to advance their priorities and work proactively to develop and implement Just Solutions' comprehensive policy and research agenda and strategies. They can see gaps and opportunities in the landscape, develop a vision and strategy, enroll and inspire others, and produce content at the highest levels. The Senior Director is a thought leader and thought partner. They lead with high emotional intelligence and low ego. The successful candidate also possesses most of the following *Required* and *Preferred* qualifications:

### ***Required***

- Passion for and commitment to Just Solutions' mission, vision, and values.
- 10+ years of experience developing and managing equity-centered climate or clean energy policy and research programs.
  - 4+ years of supervising high performing staff and consultants and managing budgets.
- Advanced degree (Masters, PhD or PhD candidate) in climate or environmental science/policy or other relevant fields.

- Experience leading equity-centered policy and research projects in close partnership with community organizations to achieve policy change.
- Proven experience in conducting and publishing research, setting and maintaining research standards and protocols to ensure high quality deliverables.
- Experience working with diverse teams, organizations, and communities on state or federal policy, understanding the value of lived experience and expertise.
- Exceptional interpersonal, verbal, and written communication skills with a wide variety of stakeholder audiences.
- Experience presenting research in relevant and accessible ways to our priority audiences, who include community partners, elected officials, media, and the general public.

### ***Preferred***

- Understanding of the resources needed to produce high quality quantitative research.
- Understanding of IRB, data privacy, and research compliance issues.
- Experience working in the nonprofit sector, especially in nonprofits that are BIPOC-led and/or work in BIPOC communities.
- Understanding the dynamism of emerging organizations and comfort with making decisions in rapidly changing contexts.

### **COMMITMENT TO DIVERSITY**

Just Solutions is a fiscally sponsored project of Community Initiatives, a 501c3 nonprofit organization. Community Initiatives is an Equal Opportunity Employer and is committed to ensure that all employees and applicants receive equal consideration and treatment, regardless of race, color, creed, gender (including gender identity or gender expression), religion, marital or domestic partner status, age, national origin or ancestry, physical, mental or medical disability, sex, sexual orientation, citizenship, military service status, veteran status, or any other characteristic protected by state or federal law or local ordinance.

Just Solutions centers the work and lived-experience of diverse communities and reflects that commitment in our workplace. Our team works directly with diverse professionals, community leaders, and nonprofit organizations focused on solving the climate crises. Black, Indigenous, People of Color (BIPOC) and others from underrepresented groups, especially people with direct experience working within our partner communities, are encouraged to apply.

Should you need reasonable accommodation during the application or interview process, please email [sonia@justsolutionscollective.org](mailto:sonia@justsolutionscollective.org).

### **TO APPLY**

Please submit to [hr@justsolutionscollective.org](mailto:hr@justsolutionscollective.org) with Senior Director of Policy and Research in the subject line: a current resume, a brief writing sample that is focused on climate policy research or a published article, and a cover letter responding to the following questions:

- 1) What motivates you to spend your time and talent on climate and environmental justice?

- 2) Briefly describe the process you undertook in developing the writing sample you are submitting.
  - a) What was the research question on climate policy you sought to answer and influence OR what policy did you analyze and what were the goals of this analysis?
  - b) What kind of partnerships or coalitions were built around this effort, if any, and how did you engage partners in the process, if appropriate?
  - c) What was the impact of your efforts and how did you measure this impact?
  - d) What did you learn from the experience that you would bring to Just Solutions?

This position remains open until filled with an initial application deadline of **5PM Pacific on Monday, October 7, 2024**. Our search processes are thorough, designed for mutual exploration, and take approximately three months. Thank you for your interest and patience.