

Job Code: 101599  
Position # (NUNC) (E)  
Developed by: SM, JK  
Reviewed by: LK, DLJ  
Approved by: LK  
Date: 10/17/22

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Director, Metcalf Institute  
**DIVISION:** Academic Affairs (College of the Environment and Life Sciences)  
**REPORTS TO:** Dean, College of the Environment and Life Sciences (CELS)  
**GRADE:** 16  
**SUPERVISES:** Professional staff, consultants, student workers, interns

**BASIC FUNCTION:**

Provide leadership in evolving and implementing Metcalf Institute’s vision, mission, and strategic priorities. Serve as the public face of the Institute to raise its national and international profile among potential donors, funders, and partners. Envision and write proposals to support program activities and staff. Work with staff to collaboratively plan and organize all projects and activities associated with the Metcalf Institute including, but not limited to, the Annual Science Immersion Workshop for Journalists, Career Development Program for Rhode Island-based STEM students and postdoctoral scholars, Inclusive SciComm Symposium, public lectures, conference-based panels and workshops for journalists and scientists, seminars organized in partnership with various academic, journalism, and non-profit partners throughout the U.S., and the development of web-based resources for journalists and other science communicators.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Provide leadership in evolving and implementing Metcalf Institute’s vision, mission, and strategic priorities.

Oversee overall responsibility for securing financial support for all Metcalf Institute initiatives and staff. This may include writing and submitting proposals and cultivating and soliciting private/foundation/corporate funding sources for endowment, program-specific, and/or annual giving support.

Lead the development and regular updating of Metcalf Institute’s strategic plan with the professional staff and Metcalf Institute Advisory Board. Oversee the implementation of activities identified within the plan to advance the Institute’s strategic objectives.

Represent Metcalf Institute at relevant meetings and conferences to raise the Institute's profile and solicit new opportunities for funding and collaboration.

Supervise Metcalf Institute professional staff, and consultants.

Stay abreast of timely issues in environmental journalism and communication, environmental science, environmental policy, environmental management, and inclusive science communication to inform the development of existing and new Metcalf Institute initiatives and programs.

Collaborate with science and journalism faculty and staff at URI and with external networks, communities, and individuals to identify and implement programmatic opportunities for professional journalists, scientists, other science communicators, and diverse public audiences.

Work in collaboration with the Metcalf Institute Advisory Board Chair to plan and organize Executive Committee and Advisory Board agendas, meetings, and priorities, Review board member nominations and maintain board relations. Leverage Advisory Board connections to create new funding and partnership opportunities.

Work with URI partners, e.g., the Harrington School for Communication and Media, to integrate Metcalf Institute training across the URI curriculum.

Develop and maintain positive relationships with government and non-governmental funding agencies, individual donors, private and corporate foundations, organizations, and other entities to which proposals for funding can be submitted or who may provide other types of financial support for Metcalf Institute activities.

Oversee fiscal management, budgeting, and reporting activities related to Metcalf Institute funds managed through the URI Foundation & Alumni Engagement, the URI Division of Research and Economic Development, and the URI College of the Environment and Life Sciences.

#### **OTHER DUTIES AND RESPONSILITIES:**

Disseminate the results and products of programs.

Serve on University of Rhode Island and national committees.

Perform other duties as assigned.

#### **LICENSES, TOOLS, AND EQUIPMENT:**

U.S. Passport, valid driver's license; personal computers, word processing software, database software, spreadsheet software, and web-based content management systems.

#### **ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree in environmental science, science communication, journalism, environmental policy, or related field; Minimum of ten years of experience communicating scientific and/or environmental issues with public and/or training audiences; Minimum of five years of management experience; Demonstrated supervisory experience; Demonstrated experience serving as key contributor in an organization or program to potential funders and partners; Demonstrated experience in writing proposals that received funding; Demonstrated experience in obtaining funds via private donations and/or private or federal foundation sources; Demonstrated experience administering budgets; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated presentation skills; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Demonstrated experience in developing and/or implementing professional development programs; and, Demonstrated experience in non-profit or university-based development.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**