



Institute for Policy Integrity

new york university school of law

Associate for Development, Events, and Operations

Background: The Institute for Policy Integrity, a non-partisan think-tank housed at New York University School of Law (www.policyintegrity.org), is seeking to hire an Associate for Development, Events, and Operations to begin in mid-July 2014. Policy Integrity is dedicated to improving the quality of government decisionmaking through legal advocacy and academic scholarship in the fields of administrative law, cost-benefit analysis, and public policy.

Policy Integrity's interdisciplinary mission focuses on the use of economic analysis in government decisionmaking and how tools like cost-benefit analysis can be used to improve policy design. Policy Integrity's docket covers a range of issue areas, with an emphasis on policies affecting environmental protection, public health, and climate. Richard L. Revesz, dean emeritus of NYU Law School, is Policy Integrity's director.

Position: Policy Integrity is seeking an enthusiastic, highly-motivated, and incredibly organized professional to help grow the organization and extend its reach within public policy and academic circles. The Associate for Development, Events, and Operations will report directly to the Faculty Director and Legal Director on projects focused in the areas of development and events, and will serve as the organization's liaison with the Law School and University, as well as manage the day-to-day operations of the institute.

Development: Policy Integrity is funded by individual donors, charitable foundations, and government grants. The Associate for Development, Events, and Operations will be responsible for management of all three of these funding sources. Duties include, but are not limited to: identification and tracking of prospective funding opportunities; conducting research on prospective funders; coordination of initial and follow-up outreach; drafting correspondence to potential donors; grant-writing; management of budget development; corresponding with relevant university departments; substantive and financial reporting; and managing partnerships and logistical aspects for projects that emerge from successful grants. The position will also require multi-year budget planning, close correspondence with the NYU Law financial management team, relationship-building with key personnel, and working closely with substantive legal and economic staff on project and proposal development, grant-writing, and reporting.

Events: The Associate for Development, Events, and Operations will be responsible for planning and implementation for Policy Integrity events. Events include an annual *Cost Benefit Analysis and Issue Advocacy* workshop attended by representatives from non-governmental organizations across the country; roundtable discussions on pressing regulatory and public policy matters; annual meetings of Policy Integrity's Board of Advisors; and an annual workshop on coal finance and renewable energy. From save the dates to post-event wrap-up and reporting, the Associate for Development, Events, and Operations will be responsible for every detail of events, including, but not limited to: drafting agendas; budgeting; recruiting invitees; handling travel and lodging logistics for speakers and key participants; catering; organizing materials; executing the schedule and troubleshooting day of the event; coordinating the administration of Continuing Legal Education (CLE) credits; and post-event follow-up.

Operations: The Associate for Development, Events, and Operations will also serve as the primary point of contact for several Law School and University departments, including the Law School Finance Department, the

Law School Development Office, the University Office of Sponsored Programs Administration, and the Facilities Department. Building strong working relationships with all relevant staff, managing reporting, and conducting consistent follow-up will be integral to this role. Additionally, the Associate for Development, Events, and Operations will be responsible for the day-to-day operations of the institute, including, but not limited to: purchasing services; administering payments of institute expenses; updating the weekly staff meeting agendas; processing internal and external reimbursements; and managing institutional financial and organizational systems.

Qualifications: Minimum requirement of a bachelor's degree and three to five years of similar experience in fundraising, budgeting, and events management. High attention to detail, patience for administrative work, and ability to work independently a must. Comprehension of and interest in environmental, legal, regulatory, and/or economics issues preferred. Salary is based on experience and is accompanied by a generous benefits package.

To Apply: Interested applicants should send: (1) a cover letter; (2) resume; and (3) writing sample; to Valerie Stahl at valerie.stahl@nyu.edu with your name and "Development Associate Application" in the subject line.

Applications will be reviewed on a rolling basis.