



Institute *for*
Policy Integrity

NEW YORK UNIVERSITY SCHOOL OF LAW

Operations Manager

The Institute for Policy Integrity (www.policyintegrity.org) is seeking an Operations Manager to lead organizational/administrative operations; manage development efforts; coordinate events; assist with project management and information management; and provide support for research and advocacy projects as needed.

About Policy Integrity:

The Institute for Policy Integrity at NYU School of Law is a non-partisan think tank dedicated to improving the quality of government decisionmaking. Our principal focus is U.S. energy and environmental policy, with a particular emphasis on climate change. We produce original scholarly research in the fields of economics, law, and regulatory policy. We also advocate for reform before courts, legislatures, and executive agencies. Learn more about our work at www.policyintegrity.org.

Responsibilities:

The Operations Manager will work closely with Policy Integrity's attorneys, economists, and other staff members on a variety of organizational efforts, including but not limited to:

- Managing organizational operations and administrative duties;
- Liaising with university and law school offices on HR, finance, development, facilities, research/library, and IT matters;
- Tracking fundraising efforts, and drafting grant proposals and reports;
- Assisting with project management and information/data management;
- Updating Policy Integrity's website and organizational databases;
- Coordinating event logistics and promotion; and
- Providing support on projects as needed (basic research, filing legal briefs, etc.).

Qualifications:

- Bachelor's degree;
- The ability to juggle multiple projects in a fast-paced environment;
- Strong writing and communication skills;
- Comfort with basic budgeting and finance;
- Highly trustworthy and able to maintain confidential information;
- Interest in energy and environmental policy is a plus.

Policy Integrity is committed to a culture in which all people are welcomed, respected, supported, and encouraged to fully participate. We welcome and encourage applications from diverse candidates, and we consider multiple aspects of diversity. New York University is an Equal Opportunity Employer.

Benefits and Terms of Employment:

Salary commensurate with experience. Generous benefits package, including free/reduced tuition for some graduate programs.

To Apply:

Send (1) a cover letter detailing your interest in the position and your relevant experience, (2) a resume, (3) a short writing sample, and (4) the names of two to three references, to christine.pries@nyu.edu, with "Operations Manager" in the subject line.

Please send your application materials by January 29, 2021. Early applications are encouraged.