



JOB POSTING

Title: Director of International Research
Status: Full-time, Regular, Exempt
Reports to: Vice President for International Research
Location: New York City
Date of Posting: March 2017

Organization

Founded in 1968, the Guttmacher Institute is a global leader in advancing sexual and reproductive health and rights. Through a unique and interrelated program of research, policy analysis and communications, the Institute works to generate new ideas, encourage enlightened public debate and promote sound policies and programs. The Institute's overarching goal is to ensure the highest standard of sexual and reproductive health for all people.

Position summary

The Director of International Research works in partnership with Guttmacher's other research directors, including a second Director of International Research, to implement the Institute's wide-ranging portfolio of policy-relevant international research, which may be global, regional or country-specific in scope. While the Director of International Research will bring particular geographic and/or substantive focus areas, s/he will provide input and guidance on all areas of Guttmacher's research. The director oversees the work and guides the professional development of a highly skilled team of senior, mid-level and junior researchers and represents the Institute and the research division externally.

The Director of International Research reports to the VP for International Research, and receives guidance from the VP for Domestic Research on division-wide matters, including personnel issues, management strategy and divisional policies.

Responsibilities

Vision and strategy of the division

- Contribute to the development of Institute strategy and priority-setting, ensuring alignment with and implementation of the Institute's strategic plan.
- Stimulate, encourage and contribute to the development of ideas and new proposals, including innovating around the Institute's core topics.
- With the leadership of the division, coordinate with CEO and senior management of other divisions to promote the highest quality and efficiency of the Institute's work.

Divisional management and supervision

- Work with the Director of Research Administration (DRA), other directors and the VPs to efficiently manage the division including:
 - Administrative and personnel matters

- Adherence to budgets and timelines across projects
- Staff assignment to projects
- Priority setting among and across projects, and resolution of scheduling conflicts
- Supervise 4–5 Principal Research Scientists (PRSs) and Senior Research Scientists (SRs) in the following domains:
 - Ensure that staff receive adequate support, mentoring and guidance
 - Proactively identify and provide guidance on opportunities for professional development, and facilitate skill development in all respects, including methodological, substantive and management skills
 - Oversee promotions, conflict resolution, and disciplinary steps and serve as ombudsperson for staff concerns
- Assist with recruitment of research directors and PRSs, lead on hiring of international SRs, and coordinate with the DRA to provide guidance, input on and approval of the hiring of midlevel and junior staff.
- Monitor and manage relationships with external project collaborators, including in-country partners and consultants.
- Review—or delegate the review of—communications materials, provide guidance on plans for dissemination, and respond to external requests for information.

Research oversight and execution

- Along with the VP for International Research and the second Director of International Research, assume primary responsibility for the current international research portfolio, ensuring quality and timeliness of research activities and products.
- Provide broad, high-level guidance to projects at key stages.
- Devote approximately one-quarter of time to research activities by serving as Project Principal and conducting research on one or more projects, including publication in peer-reviewed journals.
- Participate in the development and review of concept notes and grant proposals.
- Work with PRSs to oversee and coordinate the review process of project documents and products.
- Act as liaison with the VPs to set priorities and coordinate the VPs' input into research projects.
- Work to improve research infrastructure and the quality, accuracy, replicability and transparency of our work, including systems (statistical, programming, data management) and other work processes.

External relations

- Develop and maintain partnerships and collaborations with other organizations.
- Represent the Institute at high-level events and with donors.
- Sit on advisory panels, serve on grant review panels (e.g., NIH) and participate in other professional and external roles.

Qualifications

- Doctoral degree in the social sciences, public health or a closely related field.
- Commitment to policy-relevant SRH research.

- Minimum of 15 years conducting research on international sexual and reproductive health, substantial publication record and strong reputation in the field.
- Strong track record of successfully managing, mentoring and motivating staff; commitment to helping staff develop professionally and to fostering productive teamwork.
- Ability to contribute to senior-level management processes of the Institute as a whole.
- Ability to work collaboratively across the Institute and with external partners.
- Excellent writing, editing and verbal communication skills, including presentation skills.
- Originality and creativity and the ability to bring out those qualities in one's staff.
- Ability to manage multiple projects and activities, and, when necessary, to respond rapidly to outside events.
- Excellent interpersonal skills, with ability to work well with diverse internal and external individuals.
- Fifteen to twenty percent of international travel required on an annual basis. Length of trips varies based on project responsibilities.
- Initiative, self-motivation, resourcefulness and dependability.
- Ability to provide both big-picture input and strong attention to detail when needed.

Salary and benefits

Salary commensurate with experience. Excellent benefits that include medical, dental, vision and life insurance, 401(k) with employer match, commuting subsidy, and generous time off.

Application

Please send resume and cover letter via e-mail to applytoguttmacher@guttmacher.org. Type your first and last name, as well as the title of the position for which you are applying, in the subject line.

**Please note that telephone inquiries will not be acknowledged. No agencies, please.
The Guttmacher Institute is an equal opportunity employer.**