EXECUTIVE DIRECTOR

Harvard University's Opportunity Insights, is seeking an experienced leader and manager to serve as its **Executive Director**. The Executive Director will report to the Division of Social Science and will work under the direction of the Faculty co-Directors. This is a vital leadership role in furthering Opportunity Insights' mission and impact to use big data and rigorous scientific research to address economic mobility and inequality.

The Executive Director will be responsible for broad administrative leadership of a growing, complex, and high-profile academic research lab focused on identifying barriers to economic opportunity. This position will be responsible for operationalizing the vision of the co-Directors, supervising the day-to-day functioning of Opportunity Insights, and ensuring that all members of the team have the resources and guidance they need to advance OI's mission and initiatives.

Opportunity Insights is a nonpartisan research and policy institute focused on improving economic opportunity. Founded in 2018, Opportunity Insight has become a nationally- and internationally-recognized leader in the science of economic mobility and in the use of large administrative data to understand and address inequality. Opportunity Insights has published seminal work on national trends in upward mobility, racial disparities, the role of neighborhoods and higher education in upward mobility, and most recently, the use of private-sector data to understand disparate impacts in the current economic recession and recovery. To complement this research, Opportunity Insights has developed data resources including the Opportunity Atlas and the Economic Tracker to support evidence-based policy and practice.

RESPONSIBILITIES

This senior level position oversees management of more than ten active research projects, with an annual operating budget of $7M and more than 30 staff and research affiliates in Cambridge and in partner institutions within the US, Canada, and Europe. Specifically, the Executive Director:

- Oversees all administrative and financial activities including grants management, fundraising logistics, budgeting, space planning, human resources, operations, communications, and risk management.
- Develops and implements an organizational structure that supports the research goals and long-term vision of the Faculty Directors and creates systems and infrastructure to support efficient administrative operations and ensures compliance with all applicable university and divisional policies and procedures.

- Builds and develops a diverse workforce; plans and delegates work effectively; communicates and monitors performance expectations; motivates and develops direct reports; and ensures compliance with HU staff policies and procedures.
- Works effectively with research collaborators and peer institutions to scale the Institute's network research model.
- Develops and manages key relationships with internal and external partners
- Works to support a healthy, positive, and inclusive work environment that engenders trust and open feedback.

REQUIREMENTS

BASIC QUALIFICATIONS

Bachelor's Degree Required. Minimum of 10 years professional experience in an academic organization and/or in a management position. Demonstrated progressive supervisory experience.

ADDITIONAL QUALIFICATIONS AND SKILLS

Proven track record of managing institutional growth and change, leading staff, and developing partnerships with key stakeholders within and outside the organization. Extensive experience in general management, strategic planning, sponsored research administration, financial analysis and reporting, and organizational design. Demonstrated leadership, supervision, coaching and strong communications skills. Experience serving as an expert source of information, with a collaborative and flexible style. Experience developing trusting long-term relationships with constituents and creating and maintaining a team culture. Strong problem-solving skills that support and enable sound decision-making and reinforce highly ethical behavior. Ability to work collaboratively across all levels of an organization.

ADDITIONAL INFORMATION

Harvard requires COVID vaccination for all Harvard community members. Individuals may claim exemption from the vaccine requirement for medical or religious reasons. More information regarding the University's COVID vaccination requirement, exemptions, and verification of vaccination status may be found at the University's "COVID-19 Vaccine Information" webpage: http://www.harvard.edu/coronavirus/covid-19-vaccine-information/.

Situated within the Division of Social Science, Opportunity Insights (OI) is a non-partisan, not-for-profit organization based at Harvard University and directed by Raj Chetty. OI conducts scientific research using big data on how to improve upward mobility and work collaboratively with local stakeholders to translate these research findings into policy change. They also train the next generation of social scientists and practitioners to improve opportunity for all.

OPPORTUNITY INSIGHTS

All formal written offers will be made by FAS Human Resources.

COMMITMENT TO EQUITY, DIVERSITY, INCLUSION, AND BELONGING

Harvard University views equity, diversity, inclusion, and belonging as the pathway to achieving inclusive excellence and fostering a campus culture where everyone can thrive. We strive to create a community that draws upon the widest possible pool of talent to unify excellence and diversity while fully embracing individuals from varied backgrounds, cultures, races, identities, life experiences, perspectives, beliefs, and values.

HOW TO APPLY

Please apply through Harvard's online portal.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.