

THE TOBIN PROJECT

Cambridge, MA

An Invitation to Apply for the Role of

Director of Strategy and Operations

*“The most important
decisions a scholar makes are
what problems to work on.”*

—Professor James Tobin (1918–2002) in
Essays in Economics

About the Opportunity

The Tobin Project, a catalyst for new academic thinking on the most pressing national challenges of the 21st century, seeks a Director of Strategy and Operations. This well-funded, non-profit, non-partisan organization has built an interdisciplinary network of over 300 leading scholars across 80 institutions, from Nobel Laureates to promising graduate students, who are together working to generate pioneering research on critical problems of the 21st century. Involving policymakers and practitioners at every step in the research process, the Tobin Project aims to identify and pursue questions with the greatest potential to benefit society.

The Director of Strategy and Operations will serve as a member of Tobin’s three-person Executive Management Team, working alongside the Director of Research and Director of Policy and Communications to lead and manage the organization’s daily operations and strategic development. Reporting directly to and working closely with the President, the Director of Strategy and Operations will help lead a staff of ten and have primary responsibility for the Tobin Project’s resource allocation (including human resources and financial planning), strategic planning, and infrastructure development.

About the Tobin Project

The Tobin Project is a non-profit research organization motivated by the belief that rigorous scholarship on major, real-world problems can make a profound difference, improving lives and strengthening the country over the long term. Indeed, many of the nation’s most important policy innovations, from social insurance to advances in civil rights, were built on intellectual foundations arising out of inspired academic research. Unfortunately, incentives within the university don’t always facilitate scholarship focused on society’s most pressing problems, often encouraging scholars simply to “fill gaps in the literature.” The mission of the Tobin Project is to mobilize, motivate, and support a community of scholars across the social sciences and allied fields who seek to deepen our understanding of significant challenges facing the nation.

Now in its sixth year, Tobin has successfully built and proven a model for how to engage a network of top scholars and policymakers on vital questions; how to advance new interdisciplinary research agendas; and how to disseminate compelling ideas that have the potential to reshape academic research, public policy formation, and overall public discourse. Tobin has organized a series of highly productive conferences, seminars, and workshops; seeded groundbreaking new research; created a collaborative online technology platform for scholars; produced several books and numerous papers across our program areas; and influenced key aspects of financial regulatory reform and the 2011 Executive Order on regulatory review. The Project is energized by its impact to date, and by its potential to change—and improve—fundamental ideas about the interplay between democratic government and markets.

The Tobin Project is uniquely positioned in the spectrum of organizations focused on research and ideas. While think tanks bring the best available knowledge to bear on immediate policy problems, the Tobin Project is dedicated to generating cutting-edge research that will expand available knowledge for tackling major challenges in the years ahead. Although universities play

a vital role in this arena, there is growing evidence that external catalysts are needed to drive interdisciplinary research on real-world problems. The Tobin Project has pioneered exactly this role – a catalyst for transformative research in the social sciences.

The Tobin Project is currently focused on four core research areas:

- *Government & Markets:* What are the conditions that distinguish government success from government failure, particularly in the arena of economic regulation?
- *Institutions of Democracy:* What are the ingredients of a healthy democracy, and how can they best foster sustainable democratic capitalism?
- *Economic Inequality:* What are the consequences of the dramatic and continuing rise in U.S. income inequality – for our economy, our society, and our democracy?
- *National Security:* How can the United States sustainably protect its security and interests over the long term, taking into account the limits to American resources and the challenges posed by the growth of new political and economic actors?

Responsibilities and Qualifications

The Director of Strategy and Operations is responsible for working with the Executive Team, President, and Board of Directors to drive the change necessary to advance our mission, and has primary responsibility for envisioning, directing, managing and growing the following key areas of the organization:

- **Strategic planning:** Develop strategy for the organization - particularly in connection with Tobin's unique organizational model and its potential for impact and growth over the long term - and maintain a creative, dynamic organizational climate and staffing model that attract and motivate a diverse group of top quality people;
- **Project management and planning:** Lead strategic decision-making around the setting of organizational priorities, with respect to both initiatives and resources, and work with staff to develop and execute programming;
- **Human Resources:** Oversee performance management of existing staff, recruitment of new staff, and management of payroll and benefits;
- **Accounting and financial planning:** Manage development of annual budget, audit and tax reporting, financial reporting to donors and Board of Directors, and investment planning; and
- **Infrastructure and operations development:** Maintain official records and policies to ensure compliance with federal, state, and local regulations and oversee development of information and technology systems to support a network-based organizational model.

In addition, the Director of Strategy and Operations shares responsibility for the Tobin Project's **fundraising efforts**, working closely with the President, Director of Policy and Communications, and other staff to develop an effective fundraising strategy, steward existing donors, and facilitate growth of Tobin's base of support.

The ideal candidate will be a passionate, strategic leader and thinker; a creative, entrepreneurial, and experienced manager; and

a sophisticated, cogent communicator. S/he will care deeply about ideas and their power—especially over the long term—to reshape the intellectual climate and to redefine the realm of the possible in public policy. The ideal candidate will possess many of the following qualities:

- Strong entrepreneurial orientation and capacity to think creatively and strategically about complex problems
- Proven management and decision-making skills in setting and achieving objectives, defining and implementing strategy, and managing and motivating staff
- Effective communication skills, including strong writing and presentation skills
- Capacity to understand cutting-edge academic research and to communicate its essence to a non-academic audience
- Ability to develop and maintain executive level relationships with Board Members, donors, and other external stakeholders
- Comfort working in an entrepreneurial, mission-driven environment
- Experience with financial planning and accounting
- Exceptional attention to detail
- MBA, MPP, MA, JD or other advanced academic and professional training and/or 3 years experience in a leadership/management position, preferably in a research-based and/or mission-driven organization

To Apply

More information about the Tobin Project may be found at: <http://www.tobinproject.org>

Start date for the position is dependent on candidate availability, but expected to be no later than July 2012. Candidates are strongly encouraged to apply as soon as possible, and applications will be reviewed on a rolling basis with a first round deadline of March 1, 2012. Salary is competitive and commensurate with experience. Applications including a cover letter describing your interest and qualifications, resume, writing sample (~5 pages), any relevant transcripts, salary history, and where you learned of the position should be sent to: **StrategyandOperations@tobinproject.org**.

The Tobin Project is an equal opportunity employer.

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TOBIN PROJECT, INC. is a non-partisan organization recognized as a public charity under Sections 501(c)(3) and 509(a)(1) of the Internal Revenue Code.