



## Job Description

### Job Title:

Executive Director, The E2e Project

Accepting applications at [jobs.berkeley.edu](https://jobs.berkeley.edu). Search for job code 22900. Please submit a cover letter and resume as a single attachment.

### About The E2e Project:

The E2e Project is a joint initiative of the Energy Institute at Haas at the University of California, Berkeley, the Center for Energy and Environmental Policy Research (CEEPR) at the Massachusetts Institute of Technology, and the Energy Policy Institute at Chicago (EPIC) at the University of Chicago: three recognized leaders in energy research.

E2e's mission is to solve one of the most perplexing energy puzzles of our time—the efficiency gap. E2e tackles understanding the energy efficiency gap through:

- **Research:** Conduct and catalyze energy efficiency research to expand the frontiers of knowledge.
- **Partnerships:** Build a community of world-class researchers and professionals focused on solving the energy efficiency gap.
- **Outreach and Training:** Educate policy and business leaders on evidence-based energy efficiency evaluations.

The E2e Project is supported by a generous grant from The Alfred P. Sloan Foundation.

### Executive Director Job Summary:

The Executive Director will report to the Faculty Directors of E2e: Michael Greenstone (University of Chicago), Chris Knittel (MIT), and Catherine Wolfram (UC Berkeley). The Executive Director will manage the daily operations of the center and must have a proven record in research management and administration, partnership development, policy engagement and staff management. This is a senior-level position and provides the opportunity to work directly with a network of leading academics and policymakers in the area of energy policy. As E2e continues to be in a growth phase, there is scope for the Executive Director to play an important role in shaping both the direction and operations of what promises to be an influential and scientifically respected research and policy institute. The position will be located in Washington, D.C.

### Responsibilities include:

- Core Management and Oversight  
Design and direct administrative systems and operational policies in consultation with the E2e leadership. Manage all financial administration and human resource issues with the host university. Be a resource on funding, staffing, research management, and administration to affiliated faculty. Hire, mentor and supervise staff. Prioritize, delegate, and manage effectively.
- Organizational development  
Develop and execute a plan with E2e leadership to position E2e to become the world's leading resource on rigorous evaluations of energy efficiency policies. Provide leadership for E2e to develop strategic recommendations and execute approved plans for E2e development and growth. Identify and secure funding sources for E2e's work.
- Partnership Development  
Meet and build relationships with key partners in governments, non-profits, foundations, multilateral aid agencies, and the private sector. Give presentations on E2e's work and disseminate research findings to policymakers and the media.
- Support to Research Operations  
Provide support and oversight for research teams in project design, staffing, budgeting, reporting, compliance, etc. to ensure research meets international standards.

### Education:

Advanced degree in economics, energy/environmental policy, public policy, management, law or a closely related field is preferred. A strong understanding of energy policy is necessary to ensure an ability to translate and communicate E2e's work in an accurate and effective manner. 5-10 years relevant work experience, preferable in a similar policy and research environment. The ideal candidate for this position will be very knowledgeable about energy issues in the U.S. and globally.

### Experience:

- Fundraising  
Experience in identifying and securing funding for research or non-profit work. Skilled at creating network of sponsors and building interest in E2e's research and policy recommendations.
- Communication  
Attention to detail and advanced writing and presentation skills for communicating policy lessons from academic papers in ways that are accessible to policymakers. This requires clear, precise, non-technical writing, and confident, effective public speaking skills.

- Time Management  
Proven ability to multitask and successfully complete projects on tight deadlines with little supervision. A willingness to work hard, be self-motivated, and learn will be essential for doing well in this position.
- Ability to hire, retain and supervise staff  
A key responsibility of the Executive Director will be to hire well qualified and motivated staff in research, policy and capacity building roles, supervising their work and helping in their career development. Creating and maintaining a collegial work culture that emphasizes teamwork, results and good work-life balance.
- Willingness to travel  
Mostly within the U.S., but there is potential for international travel as well.

**Competencies:**

Excellent organizational and analytical skills with high-level of accuracy and sharp attention to detail required. Superior interpersonal skills and the ability to work effectively with a wide range of individuals and constituencies in a diverse professional environment required. Demonstrated excellence in written and verbal communication required. A high level of confidentiality and discretion required. Ability to effectively manage a heavy workload, competing priorities, and tight deadlines required. A quick, self-learner with ability to initiate, organize, prioritize and complete multiple, high-level projects; meet tight deadlines; and work effectively with minimal supervision in a fast-paced environment required. Demonstrated ability to anticipate and respond to future needs required. Works well independently and in a team environment required. Ability to use appropriate resources and follow an issue through to resolution required. Demonstrated sound judgement, ability to solve problems and make effective decisions required.