

## EXECUTIVE POSITION SOLICITATION

### EXECUTIVE-DIRECTOR

#### NATIONAL REGULATORY RESEARCH INSTITUTE (NRRI)

The Board of Directors of National Regulatory Research Institute (NRRI) is soliciting interest from qualified candidates for the position of permanent Executive Director of the Institute. NRRI supports the research and training needs of National Association of Regulatory Utility Commissioners (NARUC) as well as those of the broader state regulatory community. For more information about NRRI and its mission see [www.nrri.org](http://www.nrri.org).

The Board requests that candidates submit their expressions of interest no later than December 9, 2011. Applicants should send the following documents:

- 1) a cover letter explaining why the candidate is interested in applying for the positions and including the candidate's general views on the future direction and activities of NRRI; and
- 2) a copy of the candidate's CV/resume (no references are required at this time)

to the attention of: Philip B. Jones, Chair of the Board of Directors, NRRI, 8730 Georgia Avenue, Suite 201, Silver Spring, MD 20910. Email submissions are encouraged and may be sent to the Interim Executive-Director of NRRI, Joe Hecker, at [jhecker@nrri.org](mailto:jhecker@nrri.org) with "Attn: Philip B. Jones" included in the Subject. The Interim Executive-Director is not a candidate for the position.

The Board has established an Interviewing Committee consisting of several state Commissioners and the Executive-Director of NARUC. The Committee anticipates making a final decision on the Executive-Director prior to the NAURC Winter Committee Meetings in February 2012 in Washington, D.C.

A description of qualifications, duties and responsibilities follows.

**Description of responsibilities:** NRRI is the primary research and training organization for the state public utility commissions that comprise NARUC, the National Association of Regulatory Utility Commissioners. NRRI's mission is to serve state utility regulator by producing relevant, high-quality research that provides the analytical and practical tools they need to improve their public interest decision-making, and to disseminate this work in ways that are useful and effective. Job is located in Silver Spring, Maryland. NRRI has an annual budget of approximately \$2 million and employs 8 to 12 full- and part-time researchers and administrative staff.

#### **Job skills and capabilities:**

The Executive-Director should have the following skills and capabilities:

- **Management expertise:** experience in successfully managing a non-profit research organization of comparable size is preferred. Demonstrated ability to work effectively with affiliated organizations and institutions is highly desired. Experience in the management of government and non-profit grants.

- **Membership based focus:** NRRI is financially supported by voluntary dues payments from state commissions; the principal responsibility of the Executive Director is to assure that NRRI's research agenda and output warrants the continuing support of the state commissions. The ideal candidate will demonstrate an understanding of how to achieve this goal.
- **Fund-raising skills:** Prior experience raising funds with foundations, non-profit organizations and government agencies is a plus -- in particular in the area of state regulatory policy and decision-making;
- **Interpersonal skills:** the NRRI Executive Director must have the ability to work in a collegial manner that fosters a constructive and positive working environment;
- **Substantive expertise:** knowledge and/or experience in the areas of state commission regulation of vital infrastructure industries that support economic growth, namely, electricity, natural gas (including pipeline safety), telecommunications, water, multi-utility (including critical infrastructure and cyber-security issues). Work experience at a state commission or a related organization is highly desirable;
- **Auditing/accounting:** familiarity with the overall concepts of auditing responsibilities of a non-profit organization, and the general principles of accounting and bookkeeping.

**Educational background:** A post-graduate degree is preferred. This is a job that requires knowledge or experience in multiple disciplines, such as economics, law, accounting, and engineering, but no particular area is emphasized.

**Salary and benefits:** NRRI will offer a total compensation package commensurate with non-profit leadership positions in the Washington, D.C. metropolitan area, and with the specific experience of the candidate. Additional information can be provided upon request.

**References:** The candidate selected will be required to provide references.