

NATIONAL REGULATORY RESEARCH INSTITUTE

NRRI Director Job Description

Position and Organization Overview

The National Regulatory Research Institute (NRRI) is seeking a Director to lead, develop, and re-engineer its program. The ideal candidate thrives in a multi-faceted environment and is able to direct positive and effective research in a period of industry, regulatory, and institutional transformation.

NRRI was founded in 1976 by the National Association of Regulatory Utility Commissioners (NARUC). NRRI, a 501c (3) non-profit, serves as a research arm for NARUC and its members: the regulatory utility commissions of the 50 states and the District of Columbia in the United States. NRRI's primary mission is to produce and disseminate relevant and applicable research related to the utility sector— natural gas, electricity, water, and telecommunications. NRRI's primary audiences are the Commissioners and Staff at the 51 State Public Utility Commissions in the U.S. The Director will provide innovative leadership and vision to develop and manage a portfolio of research initiatives that support State Public Utility Commissions.

Reporting Relationship

Reports to the Executive Director.

Required Abilities and Key Attributes

- Entrepreneurial, innovative approach to problem solving
- Excellent people management and mentoring skills
- Experience with financial management
- Experience with fundraising and grant management
- Ability to develop and execute a vision
- Experience with client relations and managing/setting expectations
- Skilled in managing multiple priorities
- Strong attention to detail
- Strong oral and written communications skills
- Expert ability to present technical information to an audience
- Proficiency in MS Office and web-based research
- Strong collaboration skills
- Advanced skills in project-based research and analysis

Education and Experience

- Master's or PhD
- 10 years of experience in or direct knowledge of public utility regulation
- Experience authoring published research resulting from economic analyses, utility system modeling, survey data, and other research methods
- Experience directing and/or engaging in research at a university, a research-focused organization, or a government agency
- Non-profit or trade association experience is a plus

Duties and Responsibilities

The Director is responsible for the following key areas:

Vision and Strategy

- Establish creative, diverse strategies for a portfolio of activities for the institute, informed by state utility commissions' priorities and needs.
- Research and develop potential revenue-generating opportunities and initiatives, independently and with the Executive Director.
- Create strategies to rebrand the institute, increase its exposure, and enhance its reach.

Management and Administrative Duties

- Hire, train, and supervise the research staff by setting department and individual goals and providing routine evaluations of progress towards those goals.
- Identify and promote professional development and growth opportunities for staff.
- Oversee the production of timely and relevant research to support state utility commissions.
- Develop and manage the department budget.
- Develop in-house technical resources for state utility commissions on utility-related issues.
- Prepare annual reports and other documents.
- Develop and maintain a cadre of subcontracted experts to address utility-related issues.
- Oversee the management of the NRRI website.

Collaborative Activities

- Collaborate with NARUC staff on education and research initiatives.
- Attend all three meetings of the NARUC membership and provide technical and educational support as needed.
- Actively participate in NARUC senior staff meetings and teamwork.

Other duties as assigned.

At NARUC, we offer outstanding benefits and take pride in our collegial, supportive work environment. We invite all interested candidates to apply. Applicants should forward their résumé, cover letter, salary history, and salary requests to NRRIDirJob@naruc.org. You can view this employment opportunity online at: <https://www.naruc.org/about-naruc/naruc-employment-opportunities/nrri-director/>. **All interested applicants must apply by 11:59 p.m. EST on Thursday, March 1, 2018.**