

**Hudson River Foundation**  
**Managing Director for Research**

The Hudson River Foundation (HRF; [www.hudsonriver.org](http://www.hudsonriver.org)) seeks a colleague inspired to apply their scientific and engagement skills in ways that contribute to the sustainable management and restoration of the Hudson River Estuary. The Managing Director for Research will have primary responsibility for the Foundation's research grant activities including collaborative development of annual and biennial research agendas, requests for proposals, and the external and internal review process. They will work closely with the entire HRF team, including the NY/NJ Harbor & Estuary Program, and engage with state, municipal, and federal agencies; non-governmental organizations; and the academic community to understand current and emerging issues using a variety of means to bring science to bear on important problems. They will have a Ph.D. and background in the natural, social sciences or biophysical sciences that complements HRF's current staff. In addition, 5- 8 years of post-degree research and professional experience supporting environmental research is required. Program management skills and an ability to work in an interdisciplinary context as well as excellent written and oral communication skills are essential.

**Overview:**

The successful candidate will join an interdisciplinary team-based environment and a staff that is dedicated to achieving strong impacts in their individual work, at the program level, and in aggregate across all aspects of the Foundation. Over our 40-year history, the Foundation has provided research-based insights that have informed important policy and management decisions and has actively engaged with communities throughout Hudson River Estuary. We have supported generations of students, early career, and senior researchers. HRF is the administrative home of the NY/NJ Harbor & Estuary Program and we work in close collaboration to achieve our shared missions. <https://www.hudsonriver.org>

Reporting to the Foundation's Executive Director, the Managing Director for Research will have the following duties:

1. Managing HRF's funded research programs including:
  - Development of annual requests for proposals, and the appointment and management of the peer review and technical review panels;
  - Assisting with pre- and post-award administration of grants and ensuring contractual obligations and quality expectations are met;
  - Facilitating processes that identify short and long-term research priorities and strategic focus areas for HRF's involvement;
  - Assisting in the implementation of grant administration and tracking.
2. Developing and maintaining close contacts with the Hudson River research, policy, and management communities:
  - Engage with researchers contributing to Hudson River science;

- Work in conjunction with HRF leadership and staff to engage new researchers/disciplines especially those in the social sciences and policy domains;
  - Develop relationship and achieve effective interactions with state, municipal, and federal agencies; non-governmental organizations; community leaders; and others who participate in policy and management of the Hudson River Estuary.
3. Participating with the entire HRF staff in ongoing efforts to broaden the diversity of all programs:
    - The Foundation is committed to providing opportunities and programs that will expand the community of researchers and students interested in Hudson River issues with an emphasis on BIPOC scholars and early career scientists across many relevant disciplines.
  4. Assessing the outcomes of research and programmatic activities:
    - Working with HRF leadership and staff, develop and implement appropriate methods to assess research outcomes.
  5. Synthesis, analyses, and communications:
    - Develop synthesis documents and technical analyses for various audiences including researchers, managers, civic leaders, and policy makers.
    - Participate in conferences, workshops and other outreach activities including providing written content for public forums.
  6. Participating in various research administration and engagement activities related to funding from Hudson River environmental settlement agreements/benefit funds:
    - Participate as needed in engagement, planning, and facilitation of activities in support of various aspects of such programs;
    - Assist with the management of grant and contracts activities.
  7. This is a full-time position with competitive salary and benefits that include health, dental, and life insurance; paid vacation and a 403(b) pension plan. Staff is currently in a hybrid working condition and is expected to work on-site at the Foundation's offices in Lower Manhattan a minimum number of days per week.

*The Foundation is an Equal Opportunity Employer and does not discriminate on the basis of an individual's sex, age, race, color, creed, national origin, alienage, religion, marital status, pregnancy, sexual orientation or affectional preference, gender identity and expression, disability, genetic trait or predisposition, carrier status, citizenship, veteran or military status and other personal characteristics protected by law. The Foundation will consider qualified applicants in a manner consistent with the requirements of applicable state and local "Fair Chance" law.*

### **Qualifications**

- Graduate Degree in a relevant field (natural, social or biophysical sciences) with research experience. Ph.D. required:
  - Postdoctoral and/or relevant research experience (5-years post graduate school);
  - Expertise that fits well with HRF's mission including interdisciplinary approaches that are relevant to one (required) or more of the following disciplines:
    - Estuarine, freshwater (riverine), marine sciences.
    - Social sciences
    - Environmental policy and management.
    - Environmental justice.
    - Climate science.

- A minimum of 3 years professional experience in a position supporting environmental research including some combination of; managing a grant program including design and implementation of requests for proposals, peer review, post-award interactions, research grant and contract administration:
- Knowledge of the current and emerging issues relevant to the Hudson River Estuary:
- Experience building connections between funded research, researchers, policy makers and managers who focus on decision-making:
- Ability to develop, nurture, and support environmental research communities and student-focused programs particularly those with emphasis on BIPOC and other underrepresented groups.
- Ability and experience managing multiple overlapping projects simultaneously and the ability to contribute in a team-based setting.
- Excellent written communications skills and comfort speaking in various settings.
- Ability and commitment to work in-person in New York City at the Foundations Lower Manhattan office.

### ***Application Instructions:***

Applicants are asked to submit an anonymous application for the initial phase of the review process. Please provide written answers to the 3 questions found below. Limit your answers to just these questions. Please refrain from making any reference to your name, educational background, or previous positions. We are specifically interested in how each applicant considers and frames their responses and will use them to select a group to move on to the next phase of the review process. Please note:

### **Part 1. Anonymous Application**

- Applications must be submitted in a single pdf file at [www.hudsonriver.org/article/director-for-research](http://www.hudsonriver.org/article/director-for-research)
- The first page of the application must include a personal / non-institutional identifying email address where you may be contacted; no other identifying information may be included.
- No resumes/CVs/letters of reference will be taken in Part 1 of this process.
- **Each applicant is asked to submit a 3-page maximum (single spaced) document that answers the following 3 questions:**
  1. What are the most pressing challenges ahead for the Hudson River Estuary over the next 5-10 years?
  2. What is it about the Foundation that makes us suited to take these on?
  3. In the context of this position, how would you contribute to meeting these challenges at the Foundation and more broadly?
- Documents that exceed the 3-page limit will not be reviewed
- The document should not include any identifiers.
- Responses will be evaluated by the Search Committee and ranked to reflect how well the applicant answered the questions.
- Based on that process, *the Search Committee will develop a short list of semi-finalists who will be invited to move on to Part 2. Those that advance will be asked to submit a curriculum vitae, a recorded example of a presentation on outreach or research (5 min max length) and list of*

*references with contact information, A small group of finalists will be selected from among the semi-finalists, and will be invited for Zoom and in-person interviews at the Foundation's offices in New York City.*

*You will receive an email once your application has been received. If you have submitted an application and do not receive an email, please contact [emma@hudsonriver.org](mailto:emma@hudsonriver.org).*

*HRF will continue to accept applications until the position is filled, but for best consideration, please submit your application by September 1, 2022.*