



POSITION ANNOUNCEMENT
Executive Director
Division of Earth and Ecosystem Sciences
Position #30-001
Rank III or IV

The Desert Research Institute (DRI), the non-profit environmental research institution of the Nevada System of Higher Education (NSHE), strives to be a leader in environmental sciences through the application of knowledge and technologies to improve people's lives throughout Nevada and the world. Research activities and faculty salaries (totaling \$50 million annually) are funded almost entirely through competitively awarded grants and contracts from federal, state, local, private, and international agencies. The state of Nevada provides financial support for some of DRI's administrative functions including the Executive Director position.

DRI is comprised of the three research divisions of Earth and Ecosystem Sciences, Hydrologic Sciences, and Atmospheric Sciences. Its four Interdisciplinary Centers include: Watersheds & Environmental Sustainability; Environmental Remediation and Monitoring; Clean Technology and Renewable Energy; and Advanced Visualization, Computation and Modeling. DRI has two main campuses in Reno and Las Vegas, NV with satellite research facilities in Boulder City, NV and Steamboat Springs, CO. In addition, DRI houses a six-sided visualization facility and has high-performance computing resources.

The Division of Earth and Ecosystem Sciences (DEES) supports a highly diversified research portfolio that includes biological, geological, and archaeological sciences. Researchers in DEES come from a wide variety of scientific backgrounds but have a broad unifying interest in the causes, mechanisms, and history of environmental change over a range of spatial and temporal scales. Landscapes (including polar) include the geologic substrate, soils, marine deposits, aquatic and spring systems, vegetation and other biota (including humans). Researchers in DEES have a wide area of expertise that range from genomics, microbiology, ecology, quaternary geology, processes geomorphology, soil science, geochronology, cultural heritage management, to remote sensing and GIS. The Division has several state-of-the-art research facilities including the EcoCELL whole-ecosystem controlled-environment gas exchange facility, a luminescence geochronology lab, a spatial analysis lab, and (micro) biological and soil characterization labs. DEES faculty contribute to teaching in a number of programs at the University of Nevada, Reno (UNR) and the University of Nevada, Las Vegas (UNLV) that includes undergraduate classes and graduate (M.S. and Ph.D.) degree programs. Visit <http://www.dri.edu/dees> for more detailed information on DEES research activities.

DEES has approximately 60 faculty and support staff and 50 graduate research assistants and hourly employees. Approximately two-thirds of DEES personnel are located at the Northern Nevada Science Center (NNSC) in Reno, and the remainder at the Southern Nevada Science Center (SNSC) in Las Vegas. DEES conducts more than \$10 million of research annually, with an administrative operating budget of \$1.6 million. The Division is afforded considerable flexibility in the allocation of funds for various Division functions and initiatives.

POSITION DESCRIPTION

The DEES Executive Director reports to the Executive Vice President for Research (EVPR). The primary function of the DEES Executive Director is to support, facilitate, and grow Divisional research activities through strong leadership that utilizes the Division's multi-disciplinary scientific and development skills. Primary tasks include: supporting the scientific and programmatic needs of the Division and its faculty; integrating internal programmatic strengths by best utilizing specific faculty and project activities, facilitating cooperation in teaching and research with related departments at UNR and UNLV; developing Division-based projects with existing and new clients; and representing DRI to sponsors and government agencies.

- Leadership
 - Provide leadership and direction to integrate Divisional strengths and encourage synergistic interactions among Division scientists.

- Develop and implement strategies that lead to building teams capable of competing at a high level by leveraging the inherent strengths of the Division and fostering collaboration among faculty members from all DRI Divisions as well as scientists external to DRI.
- Position the Division in the broader national and international research community.
- Provide a broad base of knowledge and interest in the areas of research being conducted by the Division and represent the Division to both the public and various funding entities.
- Provide direction to individual faculty to maintain high morale and assist in program development.
- **Research Program Development and Implementation**
 - Interact with funding agencies to market DEES' capabilities and to attract external research funds and foster collaborative efforts with other institutions.
 - Benchmark Division-wide trends in scientific products such as peer-reviewed publications, reports, proposals, and patents.
 - Promote the Division by understanding and integrating Divisional strengths and to identify areas of scientific growth and opportunity and by acquiring sufficient extramural funds to support this integration.
 - Prioritize allocation of Divisional funds for development of externally funded research programs.
- **Management and Division Representation**
 - Lead efforts in workforce planning and recruitment of new diverse faculty and staff; develop strategies to enhance retention of faculty through incentives that reward success in developing externally funded research.
 - Collaborate with DRI and NSHE leadership to develop and coordinate teaching opportunities, and facilitate undergraduate and graduate research efforts.
 - Work with Division Business Manager to establish revenue projections, set budget priorities, allocate Division funds, and coordinate fiscal affairs with the Senior Vice President for Finance and Administration.
 - Ensure optimum utilization of existing equipment and facilities; prioritize on-going facilities' needs and advocate for additional resources where necessary including through the pursuit of extramural funding.
 - Address human resources issues and employment actions such as hiring, annual evaluations of faculty, approval of staff evaluations, mentoring, and recommendations of faculty for promotions and awards.
 - Ensure compliance with DRI/NSHE policies and state/federal regulations.
 - Participate in the overall DRI leadership team to determine new areas of research, support Vice President for Development efforts, and assume other assignments, as needed.

REQUIRED QUALIFICATIONS

- Ph.D. or equivalent graduate degree in archaeological, biological, geological, earth sciences, or a related field, or professional experience commensurate with an advanced degree.
- Broad understanding of earth and ecosystem sciences.
- Evidence of success in building and leading research programs in governmental, private sector, or university settings.
- Evidence of significant scientific achievement including a record of peer-reviewed publications.
- Demonstrated strong interpersonal, collaborative, and written communication skills.
- Demonstrated experience in managing fiscal budgets for similar sized organizations.
- Evidence of management experience in supervising personnel, conducting performance appraisals, and managing conflict.
- Any applicant must be a citizen of the United States and be able to obtain and maintain both US Department of Energy "Q" and US Department of Defense Top Secret clearances, which may require a background investigation by the Federal government with possible subsequent re-investigations.

STRONGLY PREFERRED QUALIFICATIONS

- Direct experience in the soft-money research environment, such as in a national laboratory, university institute, government, or high-level consulting firm.
- Creativity in identifying research issues and pursuing research avenues that will enhance DEES's academic prestige and financial standing.

CONDITIONS OF EMPLOYMENT

The successful candidate will be offered the position contingent upon passing a mandatory test for the absence of any illegal drugs as defined in 10 CFR 707.4 as well as satisfactory credit, criminal and background checks.

The individual who is offered and accepts this position must provide, within 30 working days of his/her start date of the position, a copy of the transcript(s) of the highest degree he/she acquired, as awarded by an accredited institute as recognized by the United States Department of Education and/or the Council on Higher Education Accreditation (CHEA).

SALARY/BENEFITS

Starting salary is commensurate with experience and education. DRI offers a benefits package that includes health, dental, vision, life and long-term disability insurance; 12.25% matching retirement by DRI with retirement options through TIAA-CREF, Valic and/or Fidelity; paid annual and sick leave, 11 paid holidays; and tuition reduction at NSHE institutions for employee, spouse and dependents. Additionally, there is no state income tax and no social security deduction.

APPLICATION/REVIEW PROCESS

To ensure full consideration, your application materials must refer to position #30-001 and include:

- 1) A cover letter detailing your qualifications;
- 2) A summary of your career interests and goals;
- 3) A current curriculum vitae; and
- 4) Contact information for three professional references.

Send materials by email (preferred) to: Human Resources at recruit@dri.edu with MSWord or PDF compatible attachments; for further information regarding the application process, you may contact Kelsey Carter, kelsey.carter@dri.edu or 775-673-7332.

In lieu of email submission, written application materials can be directed to:

Desert Research Institute
Human Resources Office
c/o DEES Executive Director search
2215 Raggio Parkway
Reno, NV 89512

Review of applications will begin immediately and continue until the position is filled; however priority will be given to applications received by January 13, 2012. Applications will be treated confidentially until the final stages of the search process. References will be contacted at a later date with the permission of the applicant.

For more detailed information about DRI, DRI faculty, and research projects and publications, please visit us at www.dri.edu.

The Desert Research Institute is an Affirmative Action / Equal Employment Opportunity employer, and employs only U.S. citizens and persons lawfully authorized to work in the United States.

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