

MANAGING FOR RESULTS ASSOCIATE II

Program:Managing Director's Office

Location:Washington, District of Columbia

Position Type: Limited term full-time (with an end date)

World Resources Institute is a global research organization that turns big ideas into action at the nexus of environment, economic opportunity and human well-being. Our 500 experts and staff work with partners in more than 50 countries; we have offices in Brazil, China, Europe, India, Indonesia, Mexico, and the United States.

WRI is consistently ranked as the top global Think Tank working on environmental issues. In January 2016, WRI was again named the #1 environmental think tank in the world in a survey conducted by the University of Pennsylvania's '2015 Global Go To Think Tanks index'.

Overview

WRI's Managing for Results platform helps to ensure the organization achieves real, on-the-ground impact through its work around the world. The position supports and reports to WRI's Manager for Global Results, who oversees the Managing for Results platform and works with the Executive Vice-President and Managing Director on strategy, impact, and allocation of flexible funding across WRI.

The Associate will be at the heart of WRI and will play a critical role in ensuring that the Institute has strong strategies and achieves real impact. The position has a unique vantage point at a leading think tank and is an excellent opportunity for someone with a passion for the environment and development, interest in non-profit management, superb people skills, and strong attention to detail to contribute meaningfully to advancing our mission.

The Associate's immediate team will consist of the Managing Director's Office and the Chief of Staff to the President and the Managing Director but he or she will work closely with colleagues across the Institute, including our international offices.

Responsibilities

The Associate's main areas of responsibility will include the following:

Strategy

- Manage annual strategy-setting process across WRI's portfolio; engage teams to strengthen project plans; enhance coordination with Science & Research team on linking publications with desired real-world change.
- Work with Communications colleagues to develop influence strategy guidance for teams.
- Help drive focus in WRI's portfolio by reviewing proposed new work and coordinating meetings for project approval/closeout.
- Support collaboration on strategy across WRI's various programs, centers, and international offices.

- Conduct a review of the latest literature on strategy in nonprofits and elsewhere, and work to operationalize selected findings to keep WRI at the cutting edge.

Implementation and monitoring

- Manage internal reporting process on project performance
- Coordinate and schedule review meetings with project teams on strategy and implementation challenges, take notes in meetings, and track follow-up items
- Conduct a review of the latest literature on best practices in project implementation, and work to turn findings into action.

Other duties may be assigned.

This is a one year limited-term position with the possibility of extension.

Qualifications

Required Qualifications:

- Master's degree with preference for degrees in public policy, economics, political science, environmental studies, or related field
- Minimum 5-7 years of full-time work experience in a relevant field, with demonstrated experience in project design and strategy development.
- Demonstrated passion for WRI's mission, including a working knowledge of key issues within WRI's portfolio
- Excellent communication skills, both oral and written
- Self-starter with ability to juggle multiple assignments at one time
- Superb attention to detail
- Friendly, positive demeanor and determined attitude
- Sense of humor and team-focused
- Enthusiasm for working with staff and guests at all levels
- Fluency in Microsoft Word, Outlook, Excel, and PowerPoint

Preferred Qualifications:

- Experience in monitoring and evaluation and organizational learning is highly valued.

Final candidates will be required to take a writing/analytical test and submit 2 writing samples.

How to Apply

Qualified applicants must apply online at careers.wri.org to be considered.

The World Resources Institute (<http://www.wri.org>) is an environmental and development research and policy organization that creates solutions to protect the Earth and improve people's lives. As an Equal Opportunity Employer, it is WRI's policy to recruit, hire, and provide

opportunities for advancement in all job classifications without regard to race, color, religion, sex, national origin, age, citizenship, marital status, sexual orientation, gender identity, parental status, protected veteran status, or disability. WRI's global agenda requires a staff that is diverse – with respect to race, gender, cultural, and international background. Diverse perspectives and experience enhance the way WRI selects and approaches issues, as well as the creativity and applicability of WRI's policy research and analysis. WRI, therefore, encourages applications from U.S. minorities, persons from other countries (especially developing nations), and from women of all backgrounds.

About WRI

Established in 1982, WRI is a non-profit 501(c)(3) organization respected globally by policymakers, non-governmental organizations, and corporate leaders.

WRI's reputation is grounded in its excellent analysis, non-partisan approach, and high-impact results. We measure our success based on how our work helps to create real-world change on the ground—an approach we call “Managing for Results.”

WRI's work is united by and driven by our values: Innovation, Integrity, Urgency, Independence, and Respect.

WRI fosters a culture of innovative ideas, working collaboratively, and thinking independently. WRI employees are driven by the organization's mission and have the satisfaction of helping to create a more prosperous and healthy planet.

Learn more about our organization at www.wri.org.