



GARRISON INSTITUTE

Associate Director, Climate Mind and Behavior Initiative

Position Announcement, December 2012

Summary of Position

The Climate, Mind and Behavior (CMB) Initiative's Associate Director's main responsibilities include the oversight and direction of CMB's three annual symposia, communications and outreach efforts including the Initiative's newsletters, e-blasts and reports and website content and the development of proposals and reports for fundraising purposes. The position reports to the CMB Director and works in close collaboration with members of a leadership council and symposium steering committees, many of which are highly respected leaders in various social science disciplines, environmental sustainability and climate change. The position is mainly based at the Garrison Institute offices and supervises a full-time Symposium Coordinator.

Essential Functions

Program Development and Management:

- Develop and lead three annual symposiums convening leading thinkers and practitioners (both academic and non-academic) working on the human dimensions of climate change and other environmental issues. This work will include: identifying and inviting steering committee members and working closely with them to develop symposium content; overseeing the development of symposia agendas, schedules and event descriptions; communicating with high level presenters; managing post-event presentations and marketing efforts and overseeing and/or conducting symposia-related research.
- Develop materials that translate, document and communicate science-based insights and work with existing and new program partners to broadly share these insights with large, targeted audiences, such as ULI –Sustainability Directors, Enterprise Community Partners, ICLEI, GPIC, etc.
- Identify funding opportunities and develop funding proposals, cultivate relationships with existing funders, and help realize new funding partnerships to support the CMB Symposia series and other program activities.
- Oversee and manage the development of tools and resources (as per strategic plan)
- Support the Director in the organization and management of the CMB Leadership Council and related meetings.
- Manage a budget for CMB Symposium series and related activities.
- Supervise program support staff such as the CMB Symposium Coordinator.
- Report on the program's status to the Director and Program Leadership Council

and other Committees as required

Communications and External Relations

- Oversees and writes the CMB Initiative's collateral materials such as the newsletter and e-blasts, the annual CMB report and the redevelopment, ongoing maintenance of the website and other on line communities
- Manage the restructuring of a CMB Resource Library
- Serve as a spokesperson for the CMB Initiative including presenting at conferences, symposia, meetings, and other events.

Job Requirements and Qualifications

- An advanced degree (Ph.D. preferred) in a related field such as sociology, psychology, anthropology, cognitive science, environmental humanities or human ecology;
- Evidence of thought leadership in their field as evidenced by publications, actions to advance theory or application, and/or professional distinction;
- Excellent symposium planning, organizational, and time-management skills;
- Strong communication, presentation and writing skills with knowledge of web-communications and social media platforms
- Proven experience developing grant proposals and the ability to connect with fundraising networks and foundations
- Outstanding interpersonal and teamwork skills and interest in working with colleagues across disciplines;
- A commitment to producing consistently high quality, detailed work;
- The ability to work in a fast paced environment and multi-task effectively;
- Has flexibility, good humor, and comfort with ambiguity;
- An interest in and knowledge of the transformational value contemplation holds for advancing environmental stewardship.

Other Requirements

- Willingness to travel, mainly for local/regional meetings or conferences
- Occasional work on evenings and weekends associated with participation in or management of meetings, symposia, conferences, etc.

The mission of the Garrison Institute is to apply the transformative power of contemplation to today's pressing social and environmental concerns. The Institute explores the intersection of contemplation and engaged action in the world, helping build a more compassionate, resilient future. To learn more about our work, visit our website www.garrisoninstitute.org.

This is a full-time, salaried position offering a generous benefits package including retirement plan, health benefits, paid vacation and more. To apply send a letter of interest, a resume, two writing samples, and the names and contact information of three professional references to: HR Director, via email HR@garrisoninstitute.org. All submissions will be received in confidence. Please, no phone calls.

The Garrison Institute is an equal employment opportunity employer. Individuals from diverse backgrounds are encouraged to apply