



POSITION: Assistant Research Director

REPORTS TO: Research Director

CLASSIFICATION: Full time exempt, at will

LOCATION: International Water Institute Offices – Fargo, ND

WORK HOURS: Typically, 8:00am – 5:00pm Monday through Friday, extra hours as needed to accomplish tasks

COMPENSATION: Salary commensurate with experience; benefits include health insurance, sick leave, vacation and holidays, and retirement.

THIS POSITION IS OPEN until a suitable candidate is hired.

INTERESTED CANDIDATES should submit an introductory letter, resume or curriculum vitae, and 3 professional reference to Charles Fritz: charles@iwinst.org.

ESSENTIAL REQUIREMENTS for the position include the following:

- Doctorate degree in an appropriate discipline from an accredited institution (preferred);
- At least 5 years non-profit organization management or commensurate experience;
- A track record of innovation and entrepreneurialism;
- Demonstrated program development and fundraising success either through capital campaigns, philanthropical organizations, or winning proposals;
- Experience as a Principal Investigator (PI) or Co-PI on successfully complete State or Federal Grants; and
- Experience working as a team leader.

RESPONSIBILITIES: Assist the Research Director with developing the IWI's Center for Applied Research and Decision Support (CARDS) into a regionally and nationally acclaimed natural resource education and research center. Tasks will include developing and implementing strategies to expand and strengthen IWI programs, establishing appropriate applied research partnerships, preparing proposals, and securing funding for research and education initiatives to support local and regional decision-making.

BACKGROUND: The International Water Institute (IWI)¹ is a 501(3) (c) non-profit formed *to foster watershed stewardship through leadership in decision support, environmental monitoring and educational programming.*

The IWI conducts studies and delivers programs to support local, regional and national natural resource management decision-making. A primary barrier to effective and efficient resource management problem-solving is the inability to recognize and create linkages between every-day problems faced by society (i.e., the business need) and scientific research, which has been translated into user-friendly information, applications, and decision-support products. The IWI recently formalized the Center for Applied Research and Decision Support (CARDS) to focus on developing practical solutions to water and natural resource management challenges through a collaborative framework. CARDS will assemble teams of scientists from academia, agencies, non-profit organizations, and the private sector and create private – public – NGO research partnerships to inform local, regional, and national natural resource decision-making.

¹ <https://iwinst.org/>