



# CONNECTICUT ACADEMY OF SCIENCE AND ENGINEERING

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## POSITION DESCRIPTION

### EXECUTIVE DIRECTOR CONNECTICUT ACADEMY OF SCIENCE AND ENGINEERING

#### **Background:**

The Connecticut Academy of Science and Engineering is modeled after the National Academy of Sciences, the National Academy of Engineering, the Institute of Medicine and the National Research Council. It is a non-profit institution founded in 1976 by a Special Act of the Connecticut General Assembly. Its mission is to provide expert guidance on science and technology to the people of Connecticut, and promote the application of science and technology to human welfare and economic well-being. It pursues three goals:

- To provide information and advice on science and technology to the government, industry and people of Connecticut.
- To initiate activities that foster science and engineering education of the highest quality, and promote interest in science and engineering on the part of the public, especially young people.
- To provide opportunities for both specialized and inter-disciplinary discourse among its own members, members of the broader technical community, and the community at large.

#### **Executive Director Responsibilities:**

Provide leadership, direction and operational management for the Academy. This includes a transitional period in which a prior major funding source, the state government, is experiencing financial constraints that have limited CASE-directed projects. Working closely with the Academy's Council, the Executive Director will help CASE adjust to and align with the challenging dynamics brought about as the State's leadership sets new directions, approaches and programs. CASE seeks to retain and expand its role of providing evidence-based information for the decision makers through research studies and projects funded by State entities and others.

- *Leadership:*
  - Work with the President and Executive Committee to establish relationships with key legislators and state agency management that will provide confidence in continued and increased use of and support for the Academy.
  - Establish relationships with key corporate, community and foundation leaders in CT.
  - Build new bases for confidence in the Academy and financial support for the Academy's programs.
- *Direction:*
  - Work with the Academy's Council to set and pursue strategic objectives consistent with the Academy's long-range plan.
  - Develop and implement a funding strategy that creates revenues in excess of budget. This will include a new fundraising initiative to help fill the resource gap over the next few years due to the State's current financial shortfalls. This initiative will be in cooperation with the Academy's new Development and Advocacy Committee.

- Work with the Treasurer and Executive Committee to develop and manage an annual budget.
- In consultation with the Treasurer, manage academy investments.
- Oversee all Academy publications, including the “Bulletin”, reports prepared for clients and the Academy’s web site.
- *Operational Management:*
  - Prepare financial reports for Council review
  - Issue Annual Report
  - Implement the operating and financial policies as adopted by the Council
  - Oversee and coordinate Academy studies commissioned by the State Administration or Legislature or other outside organizations
  - Prepare monthly newsletter and necessary reports to state agencies providing the Academy’s base funding
  - Manage staff
  - Conduct Council/Officer and Membership elections per provisions of the Bylaws
  - Support Standing and Ad Hoc Committees
  - Carry out Bylaw changes
  - Organize the Academy’s Annual Meeting
  - Facilitate quarterly meetings of the Executive Committee and of the Council

**Applicant Requirements/Qualifications/Background:**

- Experience working with state government on public policy issues
- Experience working with the private sector
- Experience in management and fund raising related positions
- An advanced degree in some area of science, engineering, or technology is preferred but not required.
- Proficiency with Microsoft office applications

**Compensation:**

Yearly base salary of \$65K to \$90K plus eligibility for a performance- based bonus.

Information about CASE, including organizational structure is available on the website: [www.ctcase.org](http://www.ctcase.org)

Individuals interested in this position should submit a Letter of Interest and Resume addressed to Laura Grabel, Chair, Search Committee, Connecticut Academy of Science and Engineering, no later than May 1, 2019 via email to [rstrauss@ctcase.org](mailto:rstrauss@ctcase.org)