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## Position Opening: Associate Director

Application URL: [https://careers.peopleclick.com/careerscp/client\\_mit/external/en-us/gateway/viewFromLink.html?jobPostId=26807&localeCode=en-us](https://careers.peopleclick.com/careerscp/client_mit/external/en-us/gateway/viewFromLink.html?jobPostId=26807&localeCode=en-us).

The MIT Election Data and Science Lab is dedicated to the improvement of voting in the United States using the scientific method and engaging with election administrators on a non-partisan basis. Since its founding in 2017, the Lab has undertaken a rich program of original research, data-gathering and -dissemination, and outreach. For more information on MEDSL, please consult our website at <https://electionlab.mit.edu>.

The Associate Director of the MIT and Election Data and Science Lab is a new position. The Associate Director will report directly to the MEDSL Director and work closely with the Lab's administrative and research staff. The Associate Director will assist the Director and Research Director in charting the strategic direction of the lab and translating the priorities of the lab into program and staff development and related fundraising activities. The Associate Director will also play a critical role in implementing the Mapping Election Administration and Election Science (MEAES) project, which is designed to document the key contributions in election science research thus far and chart a path for the future. Salary is competitive and commensurate with experience.

Responsibilities of the position include:

- Designing and implementing a program to build a multi-institutional consortium of research institutions that are committed to the improvement of elections in the U.S. using scientific methods.
  - Liaising with affiliated election science-related institutions, state and local election administrators, and the broader election administration community to improve the match between academic research and critical needs of election administration in the United States.
  - Directing and implementing strategic planning for resource allocation, operational structures, and procedures.
  - Allocating financial and personnel resources.
  - Keeping current on the latest policy and practitioner work and research that relates to election administration and election science.
  - Identifying and cultivating sources of advice and funding among foundations and government agencies.
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- Maintaining contact with the MEDSL advisory board and working to regularly renew the board's membership and engagement.
- Managing the operations and administration of MEDSL, including finances, communications and outreach, and compliance.
- Providing technical advice to Lab researchers about the practice of election administration and ensure that Lab research and publications are sensitive to the realities of election administration as practiced in the United States.
- Interpreting, implementing, and ensuring compliance with MIT policies, external regulations, and Lab policies and procedures. Recommending and developing new policies and procedures.
- Evaluating the effectiveness of operational processes and developing recommendations for improvement. Proposing and implementing changes.
- Managing the design and development of project systems and resources (e.g., databases, documentation, policies, and procedures).
- Resolving issues related to project scope, schedule, and finances.
- Preparing funding proposals for general Lab support as well as for particular projects.
- Managing existing external grants, including reports, finances, site visits, and interface with staff concerning MIT policies and procedures.
- Managing the administration of internal and external research awards.
- Performing other duties as assigned.
- Other duties as assigned by the MEDSL Director.

The Associate Director should have extensive experience in the field of election administration which could have been acquired through work as a state or local administrator, leader of a nonprofit organization, or academic researcher. An undergraduate degree is required; an advanced degree is preferred.

This is a remote position, with some travel required.