



## **Public Policy Challenge**

### **Executive Director Job Description**

4/12/2011

#### General Description

The Public Policy Challenge is a student-led, interdisciplinary policy competition at the University of Pennsylvania hosted by the Fels Institute of Government. Teams of graduate and undergraduate students compete to develop a proposal and a strategy for change in the Philadelphia region. They are asked to figure out not only what ought to happen to improve our region, but how to build the leadership and political support necessary to get it done.

The Fels Research & Consulting Group is soliciting applications from current Fels students for the position of Executive Director for the 2011-2012 Public Policy Challenge. The position will be part of a larger role as a Fels RCG Associate, and other duties (research for various RCG projects, blogging for the Fels website, podcasts interviews, etc.) may be assigned as needed, and as time allows.

This will be a paid position for the Fall 2011 and Spring 2012 semesters. The Executive Director will commit to 20 hours per week, working on the Public Policy Challenge or other RCG tasks, and will be paid a total of \$15,000 (\$7,500 per semester, payment allocated on a monthly basis). Some limited preparatory / transitional work (unpaid, in communication with Jack Higgins and others) will be required during the late spring and summer of 2010.

#### Primary Responsibilities

The PPC Executive Director will be responsible for management and oversight of the Public Policy Challenge for the 2010-2011 school year. He or she will work closely with RCG staff, Fels administration, and an Advisory Board (TBD) to plan and execute the competition, evaluate and amend competition rules and procedures, and plan for continuation / expansion in future years. The ED will be responsible for adapting existing content and creating some new content for the PPC website, participant background materials, workshops and judging events. The ED will manage the competition's budget and overall schedule, working with the Fels business manager and other staff members as necessary. In honor of the Fels Institute of Government's 75<sup>th</sup> anniversary, the Executive Director will also work with Fels administration on the feasibility of launching an national invitational after the conclusion of the Public Policy Challenge Finals in the Spring of 2012. This would involve outreach to other MPA/MPP programs at the discretion of Fels Executive Director David Thornburgh.

The Executive Director will recruit and coordinate a Planning Committee of volunteers from Fels and other Penn schools. (See below.0

### Planning Committee Description

The Planning Committee should include some current Fels students. Executive students should be included in outreach. It should also include students recruited from other schools (Wharton, Law, Design, SP2, GSE, Medical, Dental, Nursing, Vet, Annenberg, Engineering). The recruiting emphasis should be on graduate students from Penn's professional programs, but some undergraduate participation is encouraged. The Planning Committee should also utilize participants from the 2010-2011 competition (various schools), if possible.

Planning Committee positions are volunteer positions. The Executive Director should delegate appropriately so that the workload for each PC member is manageable. The Executive Director may administer a competitive application process for committee positions, if desired.

4 potential dedicated roles have been identified, each of which may be shared by 2 "Directors." These are suggestions only. The exact roles and responsibilities will be at the discretion of the PPC Executive Director.

Dedicated, delegated roles (2 Directors each = 8 total positions)

- Directors of Operations (all event logistics)
- Directors of Team Relations (including applications, communications with teams)
- Directors of Judge Relations (including scoring of deliverables)
- Directors of Marketing (website, external email, social media)

Other specific Executive Director tasks will be clarified in preparatory / transitional meetings with Ana Liss and the Fels administration.

### Qualifications

Applicants should be rising full-time 2<sup>nd</sup> year students at Fels with strong writing and speaking skills, knowledge of Philadelphia regional policy issues, project management experience, and leadership ability. Participants in the 2010-2011 Public Policy Challenge are encouraged to apply, but participation is not a required prerequisite for the position.

Applicants should submit resume, cover letter, and writing sample to Ana Liss ([analiss@sas.upenn.edu](mailto:analiss@sas.upenn.edu) or [thechallenge@sas.upenn.edu](mailto:thechallenge@sas.upenn.edu)) by Monday, May 2nd. You may address your cover letter to either Ana Liss or Fels Executive Director David Thornburgh.

Contact Ana Liss by email for more information.