Position: Deputy Director, Bridging Divides Initiative

About the organization

The Bridging Divides Initiative (BDI) is a non-partisan research initiative that tracks and mitigates political violence in the United States. BDI supports efforts to grow and build local community resilience through elections and other periods of heightened risk, laying a foundation for longer-term work to bridge the divides we face as a nation.

We do this by 1) producing action oriented and responsive research to fill existing gaps and empower local leaders; 2) enabling cross sector collaboration, so individuals and organizations are better prepared to mitigate risk and response to crisis when it does arise; and 3) helping to drive the policy and community response. Over the last two years, BDI played an essential role in supporting a wide range of actors preparing for and responding to political violence and democratic crisis. Our data, analysis, and tools continue to help a diverse coalition of national and local decision makers better target their interventions. BDI is based at the Princeton School of Public and International Affairs (SPIA), co-hosted by the Empirical Studies of Conflict. Please visit https://bridgingdivides.princeton.edu/ for more information.

Position Overview

Princeton’s Bridging Divides Initiative seeks a dynamic Deputy Director to partner closely with the Executive Director in shaping BDI’s future growth and strategic response to increasing demand for our work, particularly ahead of the 2022 and 2024 elections. The Deputy Director will have both internal and external facing responsibilities, ranging from managing milestones for new research products (assigning and guiding analysis, reviewing methodology, editing drafts), to overseeing administration (assist in tracking and reporting on grants, leading preparation for events), and building human capital (HR/recruiting, mentoring, student volunteers).

The Deputy Director reports to BDI’s Executive Director and will often engage directly, as part of BDI’s leadership team, with our institutional home (Empirical Studies of Conflict Project at the School of Public and International Affairs). BDI is currently a fully remote team. Some US-based travel may be required.

Responsibilities:

Project Development, Management, and Partner Relations/Management

- Structure and lead members of the research team to deliver outstanding products and analysis.
- Build and maintain strong relationships with key stakeholders (e.g., stakeholders across a range of NGOs, research institutions, government agencies, and grassroots organizations).
- Represent BDI at partner convenings, network meetings, and other public venues.
- Develop thought leadership around specific topics/emerging practice areas.
• Support the team’s knowledge management, including sharing in overall knowledge dissemination, reporting, and communications.
• Ensure team documents, analysis, presentations and other resources are of highest quality; work with team members to continually improve written and verbal analysis skill sets.

Organizational leadership

• Partner with the ED in essential internal organization leadership activities (human resources, administration, and organizational planning).
• Manage increasing segments of information technology, human resources (recruiting, reviews, staff deployment/workload balancing, career progression) with related internal communications and budgeting/finance duties.
• Identify best practices to continually streamline team coordination and improve internal systems with an eye toward future needs and budget realities.
• Carefully manage/mentor BDI staff on how to face quick-turn deadlines from partners and other stakeholders, in order to maintain a healthy balance of priorities.
• Develop roadmaps, timelines and strategies for new initiatives in consultation with the Executive Director and, where possible, BDI staff.

Qualifications (Knowledge, Skills, and Abilities)

• 8+ years in a management position in a nonprofit organization, foundation, research or academic initiative, or government agency.
• Passionate about BDI mission and impact.
• Demonstrated ability to build and maintain relationships with a wide array of people – junior and senior, for-profit and nonprofit, and from diverse backgrounds. Ability to exercise tact and diplomacy in organizational settings.
• Proven ability to work with efficiency, flexibility, and good humor. Remain focused in the face of pressure, deliver against timelines, not intimidated by tasks/time/budget limitations.
• Self-starter, self disciplined. Success in roles requiring execution of multiple tasks while responding to multiple and often evolving tasks and priorities.
• Transparent, direct, with substance. Operates with excellence in mind in all matters, with the confidence to defend/debate ideas in a collaborative and respectful way.
• Outstanding communication and interpersonal skills, with the ability to engage across functions, teams, and collaborators.
• Takes lead on brainstorming or problem-solving and identifies opportunities for different or new approaches.
• Bachelor’s degree in relevant field required. Masters degree in a relevant field, as well as familiarity with R/R Studio and mixed quantitative/qualitative methods a plus but not required.

How to apply

Send cover letter expressing interest, potential start date, and resume to bdi@princeton.edu
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Posted: November 26, 2022

No matter who you are, BDI is a place you can call home. We know that our unique perspectives make us stronger, smarter, and well-positioned for success. We value and rely on the collective voices of our team to help guide our work on challenging issues. That’s why we’re proud Princeton is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity or expression, national origin, disability status, protected veteran status, or any other characteristic protected by law.