



Job Title: Chief Executive Officer (CEO)

(It is anticipated that the successful candidate will be offered the position of Deputy CEO and Senior Scientist at the end of 2024/early 2025, with a start date of 7/1/2025. The transition to the CEO position is expected to occur on 1/1/2026. Please see the nominal timeline at the end of this posting.)

Location: Tucson, AZ

Reports To: Board of Trustees (Board)

Employee Type: Full-Time

Travel: Yes

Relocation Covered: Yes

Base Salary Range: \$200,000 - \$250,000, based on skills and experience.

Benefits: Medical and dental insurance, life insurance, disability, retirement plan, and more.

PSI will not sponsor applicants for work visas for this position.

ABOUT PSI: The Planetary Science Institute (PSI) is a private, nonprofit 501(c)(3) corporation dedicated to Solar System exploration. The reach of science conducted by PSI today covers all traditional areas of planetary science and is carving inroads into new areas of study enabled by the discovery of thousands of new worlds around other stars in our galaxy, and by the increasingly granular information being returned in the exploration of worlds in our own Solar System, including Earth. PSI scientists are committed to sharing the resultant knowledge with the public at large to promote science education and science literacy. They engage the public in the process of science and are ambassadors to communities where science is often viewed skeptically. Staff has grown dramatically in the last two decades and now includes 134 PhDs and 186 employees in 35 states, the District of Columbia and numerous international locations. By the breadth and quality of its science staff, PSI is one of the pre-eminent planetary research institutes in the world.

POSITION OVERVIEW: The CEO is the scientific and executive head of the Institute. The CEO is responsible for all management aspects of the Institute and represents the Institute to funding agencies, the scientific community, and the public. PSI revenues are largely derived from funded proposals and collaborations initiated by our science staff. To promote the success of these efforts requires a CEO who is a scientist with deep experience in these activities. Consequently, the CEO is expected to anticipate and assess the impacts to scientists of contemplated administrative actions and policies in real time, and to engage all staff without bureaucratic barriers and with minimal administrative load, particularly regarding critical-path policies and procedures. The CEO is expected to provide visionary scientific leadership and facilitate scientific accomplishment by the Institute. The CEO also promotes, by example and action, a culture of community, mutual support, respect, and professional integrity within the Institute. Per PSI's Bylaws, the CEO is selected by and reports to the Board of Trustees (Board) and is designated as an ex-officio member of the Board and a Corporate Officer.

PRIMARY RESPONSIBILITIES: *Because of the nature and history of PSI as a scientific organization founded by, and for, scientists, the management of the Institute is guided by its scientific aspirations in addition to business principles. Thus, the CEO's primary responsibilities cover the effective execution and advancement of the PSI mission, the promotion and maintenance of PSI's culture (which is important for PSI's mission to thrive), the oversight and management of PSI business operations, and regulatory compliance in all PSI activities.*

Effective execution and advancement of the PSI mission

- Provide visionary scientific leadership and facilitate scientific accomplishment by the Institute.
- Promote the stability and scientific productivity of the Institute.
- Direct and lead the Institute's continuing development of its vision, mission and goals, and the corresponding strategies, plans and budgets to achieve them.
- Ensure that infrastructure necessary to support the mission of the Institute is in place, including facilities and personnel.
- Effectively advocate for the resources necessary to advance the PSI mission.
- Develop and maintain situational awareness of the state of the profession and its science, governmental programmatic directions, and public attitudes regarding the future to inform opportunities for the Institute.
- Anticipate and assess the impacts to scientists of contemplated administrative actions and policies in real time.
- Strongly advocate on behalf of our scientists and other employees to secure and sustain external funding.
- Effectively represent the initiatives and accomplishments of the Institute to the public and funding sources.
- Enhance the position, visibility, and engagement of the Institute in the planetary community.
- Promote good relations with public and professional communities.

Promotion and maintenance of PSI's culture

- Promote a culture of community, mutual support, respect, and professional integrity by example and action.
- Foster internal communication and interaction across the Institute.
- Engage all staff without bureaucratic barriers with minimal administrative load, particularly regarding critical-path policies and procedures.
- Advance diversity, equity and inclusion within the Institute.
- Support the ambitions of our employees.
- Maintain situational awareness of compliance with Institute policies and standards regarding professionalism and respond quickly, effectively and consistently to issues.

Oversight and management of PSI business operations, and regulatory compliance in all PSI activities

- Establish, maintain, and oversee an experienced and innovative management team to effectively run all areas of business operations and ensure they are appropriately staffed.
- Perform all duties required by the PSI Bylaws (*please email hr@psi.edu to request a copy of PSI's Bylaws*).
- Approve indirect cost rates proposed to the Institute's cognizant agency.
- Authorize expenditures of unrestricted funds and restricted donations.
- Manage Institute representation in associations and organizations.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND EXPERIENCE:

- A record of successfully securing funding from programs and agencies relevant to planetary science for projects involving teams of scientists and successfully managing those projects.
- Excellent professional written and verbal communications skills.
- A high level of professional integrity and excellent interpersonal skills.
- Ability to communicate with planetary scientists of all sub-disciplines.
- Ability to understand federal and state financial regulations (including the Uniform Guidance).
- Ability to understand financial data and contribute to financial reports, statements, and projections.
- Ability to build a complete and strong management team.
- Experience in strategic planning and execution.

- Experience in contracting, negotiating, and complex situational management.
- A partnership mentality and the ability to motivate teams to produce quality materials within tight timeframes and simultaneously manage several projects.
- Ability to lead and facilitate group meetings.

PREFERRED KNOWLEDGE, SKILLS, ABILITIES, AND EXPERIENCE:

- Demonstrated NASA mission experience.
- Demonstrated community leadership experience.
- Demonstrated ability to secure support for projects involving large research teams and successfully managing those projects.
- Demonstrated administrative and financial management expertise in a federally-funded, non-profit organization.

EDUCATION AND EXPERIENCE:

- Completion of a Doctoral degree in a science related to the mission of PSI.
- A minimum of ten years of experience in the management of NASA-funded research projects, or equivalent.

ESSENTIAL PHYSICAL, MENTAL, AND ENVIRONMENTAL CONDITIONS OF THE JOB (reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions):

- Mental efforts of the position include the ability to handle stressful situations while maintaining professional composure.
- Must possess adequate vision, hearing, and manual dexterity to perform job duties.
- Must be able to have adequate physical mobility to perform the job duties, which may include sitting, standing, and bending throughout the day.
- Must be able to travel.
- Must be able to effectively communicate information and ideas so others will understand.

TO APPLY FOR THIS POSITION:

If you are interested in applying for this position, and have the required knowledge, skills, and experience, please submit the following documents to hr@psi.edu or fax to HR's confidential fax 844-605-1878, by no later than April 30, 2024.

- A cover letter that addresses your interest, your vision for PSI, and your qualifications for this position.
- Current and pending funding, and funding history.
- CV and complete publication list.
- Recommendation letters from three (3) professional references to be sent to hr@psi.edu.
- Completed application for employment and voluntary self-identification form (this may be found at www.psi.edu/about/jobs).

An evaluation of candidates will be informed by demonstrations of the Core Leadership Competencies found on the following page.

PSI is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to their race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran, or any other characteristic protected by law.

RECRUITMENT/HIRING TIMELINE: The current timeline for hiring the CEO is as follows (subject to change):

March 8, 2024 – April 30, 2024 -- Position is posted, and applications are accepted.

May 1, 2024 - May 31, 2024 -- Review of applications to determine qualified applicants.

June 10 - 14, 2024 -- Top candidates for the position are notified and invited for interviews with the Board and to provide presentations to staff at the PSI retreat.

August 13 – 16, 2024 – PSI Retreat.

September 16 – 30, 2024 -- PSI employees will provide feedback on candidates to the Board.

November 2024 -- Board selects final candidate and extends offer, with a start date of July 1, 2025.

In 2025, we anticipate that there will be a period for relocation to Tucson, nominally six (6) months. Then, with the purpose of ensuring a smooth leadership transition, we will have the selected candidate serve as Deputy CEO and Senior Scientist for a period of nominally six (6) months. Then the selected candidate will assume the role of CEO on January 1, 2026.

(The following competencies describe the ideal candidate that would be most effective in the role of PSI's CEO. A competency evaluation will be part of the interview process.)

CORE LEADERSHIP COMPETENCIES: Leadership competencies are crucial in facilitating effective team dynamics, driving success, executing strategic plans, managing change, and continually renewing an organization. Leadership skills and behaviors important to succeed as PSI's CEO include:

- **Institute Focused:** Embraces the standards of the Institute as reflected in the Who We Are statement (<https://www.psi.edu/about/who-we-are/>) and the Strategic Plan (<https://www.psi.edu/about/strategic-plan/#>) as informing all decisions.
- **Collaborative:** Is committed to inviting participation in the evaluation and planning of all major initiatives; works to build consensus and alignment across the Institute.
- **An Achiever:** The CEO seeks achievement beyond standard expectations. With a sense of urgency, carries an aura of success predicated on more than achievement of minimum benchmarks; is innately driven to improvement and not satisfied with just compliance. The CEO is dynamic, enthusiastic, and energetic in pursuit of personal and organizational goals; approaches challenges as opportunities for improvement with a contagious energy that drives the organization.
- **Of Strong Character:** Honest and straight-forward, given to transparency and full disclosure; respectful of others' feelings and perspectives; able to maintain the highest level of integrity and create confidence even within those with doubts; can quickly and easily address questions of morals or ethics to guide decision making.
- **Courageous:** The CEO must be able to remain fearless in doing the right thing for the Institute and its employees, even in the face of strong opposition; not afraid to speak directly; comfortable in presenting a full and accurate picture of any situation.
- **A Superior Communicator:** The CEO must be a master of communication, both verbal and written, and have the ability to have courageous conversations. The CEO must be a good listener with innate empathy for differing views. The CEO must be able to communicate clearly and eloquently in order to effectively function in any setting, from a meeting with government officials or community members; to a meeting with the Board; to a hallway conversation with employees.
- **Decisive:** Have conviction, based on well thought-out analysis and personal strength; is able to pull upon diverse past experiences to craft novel and innovative solutions.
- **Visionary:** The CEO can take the organization to the next step in its structure, scope, performance, and quality improvement; has the ability to stay 'ahead of the game' by anticipating demands and constraints within the evolving planetary science field and be able to ensure the Institute is positioned for continued success.
- **Astute:** The CEO is bright and is intellectually capable of mastering the complexities of leading this growing science field; having the business and financial acumen to analyze, comprehend, select, and implement innovative solutions to lead the organization to short-term and long-term success.
- **Persuasive:** Is clear and consistent in the delivery of the message of the Institute's Who We Are statement (<https://www.psi.edu/about/who-we-are/>) and the Strategic Plan (<https://www.psi.edu/about/strategic-plan/#>). Can present a strong business case for a distinct direction while demonstrating empathy for contrasting views; maintains a truly good sense of humor as a person who enjoys their work.
- **An Advocate:** The CEO is the champion of the Institute, both internally and externally; speaks effectively to clarify and build support for the Institute across the world and in the larger arena of planetary science.
- **A Change Artist:** The CEO sponsors, champions and facilitates change throughout the organization to meet the challenges of the evolving environment of planetary science.
- **Resilient and Stable:** Is able to manage multiple priorities and demands; is a model of responsiveness who is flexible, yet predictable and reliable, and will reinforce trust even in times of divergent opinion.
- **Visible:** The CEO has a style that creates the expectation of regular contact and interaction among corporate staff and scientists; regularly rounds throughout the organization.