

***Cannabis Control Commission
Job Description***

Department: Research

Reports to: Executive Director

Job Title: Director of Research

FLSA Status: Exempt

I. PURPOSE OF THE JOB

- Under the direction of the Executive Director, leads the Research Division by overseeing the Commission's ambitious and robust exploratory agenda and ensuring all statutorily mandated reports are completed in a timely fashion.

II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Plans and executes the Commission's statutorily required research agenda;
- Collaborates with Commission staff as well as other state agencies and stakeholders to monitor, collect, and interpret data;
- Coordinates and forms partnerships with the Department of Public Health, the Department of Elementary and Secondary Education, the Department of Higher Education, the Executive Office of Public Safety and Security, and the Executive Office of Labor and Workforce Development, and other government agencies as needed;
- Ensures the Commission's annual reports are accurate, thorough, and submitted on time;
- Advises the Executive Director and the Commission on best practices and research findings;
- Executes outreach initiatives to policy experts, industry boards, think tanks and others impacted by the Commonwealth's cannabis policies, regulations, and laws;
- Develops reports, white papers, briefs, and graphics for research topics and projects;
- Collaborates with Commission staff to develop and execute an open-data concept utilizing information and data gathered and maintained by the Commission;
- Initiates special purpose research and independent projects as they relate to the Commission;
- Conducts research on past, current, and emerging trends related to cannabis policy.

III. OTHER DUTIES AND RESPONSIBILITIES

- Provides research on specific topics as directed by the Executive Director or Commissioners;
- Contributes to policy and regulatory discussions utilizing research findings;
- Performs related duties as assigned.

IV. SUPERVISORY RESPONSIBILITIES

- Direct, daily supervision of Commission personnel required.

V. KNOWLEDGE AND SKILLS

- Knowledge of Commission's mission, standards and goals;
- Excellent management and communication skills;
- Adept at presenting information in an accurate and concise format;
- Proficient at executing self-directed projects and research;
- Effective interpersonal skills;
- Ability to think critically and strategically;
- Strong computer skills (i.e., Word, Excel, Access);
- Careful planning and organizational skills;

- Comfortable working independently, as well as with teams.

VI. EDUCATION AND EXPERIENCE

- Bachelor's Degree in Political Science, Public Affairs, Public Relations, Communications, or related field from an accredited institution of higher education required; advanced degree preferred;
- Experience working with people from diverse cultural and ethnic backgrounds;
- Solid background in data analysis, research, and/or writing;
- Experience with or knowledge of cannabis regulatory environment or research.