



About IMD

IMD is a Swiss foundation, based on the shores of Lake Geneva in Lausanne, Switzerland, dedicated to the development of international business executives at each stage in their careers. Our unique environment enables us to maintain our position as a world leader in Executive Development, and recruiting the best people will help us continue to meet our objectives. To reinforce our team, we are looking for a

Research Associate

The Job's mission

In order to help generate quality material that is relevant to furthering Executive Education, you will work with Faculty on diverse assignments related to research and development activities as part of the IMD Global Center for Sustainability Leadership. The assignments can result in a variety of outputs including case studies, newspaper and magazine articles, journal articles, books, and similar outputs that Faculty members may use in academic settings or in IMD programs. The work will be carried out independently, with direction and varying degrees of collaboration provided by the Director of the Center.

More specifically, we are looking for candidates that have strong experience in the functional business area of **Sustainability**, including the sub-related categories of:

- Economics
- Engineering
- Leadership
- Management
- Statistical Analysis & Data Modelling

Key activities & accountabilities

Reporting directly to the Research Resources Manager and operationally to the Director of the Center, the Research Associate will work with the Director of the Center on research and development projects that lead to multiple types of written and/or audio-visual output. The research agenda is determined by the Director of the Center, but on the operational level, the Research Associate has a high level of responsibility for driving the project and delivering quality output.

The role includes the following key activities:

- Carrying out research on sustainability topics such as: climate change, resource scarcity, supply chain, social entrepreneurship and sustainable performance.
- Writing case studies, articles, book chapters and other output.
- Making sure that output is delivered on time.
- Delivering quality output that is in-line with the Director of the Center's expectations and IMD's standards.
- Providing proactive ideas and suggestions that will lead to new ways of thinking or new ways of presenting research material.
- Building good working relationships with internal clients, primarily Faculty members, as well as with external clients, such as people at senior levels of companies involved in a research project (for example, case companies).
- Managing Faculty members' expectations and driving the project throughout the research assignment.

R&D activities at IMD range from academic research (for "A" journals) to highly applied, practice-oriented research culminating in the development of tailor-made learning materials. Assignments typically include data searches, as well as analyzing and synthesizing research materials, drawing conclusions and writing formal documents. The work includes both primary and secondary research using different research methodologies (qualitative or quantitative) and includes interaction with executives through interviews and surveys. The Research Associate may be involved in any one or several of the following types of activities, depending on his or her capabilities:

- **ACADEMIC RESEARCH:** Conduct literature reviews, gather data from secondary sources, create hypotheses and research questions for the research project, determine the approaches for data gathering, create surveys/questionnaires, manage or coordinate the surveys or interviews, analyze the data (qualitative or quantitative analysis), create insights, write working papers, conference papers and academic articles.
- **DATA ANALYSIS:** Gather data, perform statistical, econometrical or financial analysis and tests, and draw conclusions based on survey and other findings.
- **BOOK PROJECTS:** Write book chapters or an entire books in collaboration with a Faculty member, search for illustrative examples of innovative business practices, coordinate the publishing process with the publishing house, coordinate the editorial process, manage multiple authors to deliver their chapters on time (if edited book).
- **DEVELOPMENT OF OUTPUT RELEVANT TO MANAGERS:** Write articles for various types of media (print, web-based, etc.) relevant to managers based on earlier research. Work with the Communications team or with external publishers.

- **DEVELOPMENT OF CASE STUDIES:** Gather data from secondary sources and conduct interviews with senior people in case companies. Structure and write the case studies. Manage relationships with case companies throughout the process, including receiving final sign-off to use the case in the classroom.
- **OTHER LEARNING MATERIALS:** Develop research-based presentations or exercises to be used in the classroom. Ability to conduct industry analysis.
- **EVENTS:** The Research Associate is involved in supporting events for the IMD Global Sustainability Center for Leadership by collaborating in conducting research in relation to the Center events.
- **PROGRAMS:** Sometimes the Research Associate is involved in supporting programs, either by developing tailor-made material or by managing/coordinating project teams between the modules. This is not a core part of the role.

Ideal profile

- Master's in Sustainability & Environmental Science or equivalent.
- At least 5 years of business experience after education, typically in a role requiring analytical, writing and conceptual skills.
- Strong experience and knowledge on energy, climate change, sustainability challenges and dilemma issues is mandatory.
- Strong international exposure.
- Strong research skills (data gathering, interviewing, hypothesis building, analysis, use of online sources)
- Research competencies (having produced output such as case studies, newspaper and magazine articles and books) and exposure to academic work are assets.
- Experience in a management, consulting or business development role is an asset.
- Ability to work independently and in a team to drive projects and ability to take initiatives.
- Effective communication skills and ability to interact with a broad range of often senior stakeholders (R&D Team, Faculty, General Managers, etc.) across multiple parallel assignments.
- Strong organizational skills.
- Video script writing and editing skills are an advantage.
- Excellent written and spoken English is a must; other languages are a plus.
- Excellent knowledge of *MS Office*.

How to apply

If you have the above skills and would like to work in our challenging environment, please send your **complete application file** (letter of motivation and resume in English, copies of your work certificates and diplomas) to: hrdepartment@imd.org