

## **Job Announcement- We Research is hiring a Program Director**

**Title:** Program Director

**Position Location:** Washington, DC preferred; remote considered. Hybrid workplace with flexible remote and in person work

**Deadline:** August 27<sup>th</sup>, 2024

**Salary range:** \$100,000-\$120,000

**Included benefits:** Flexible work environment, health, dental and vision benefits, retirement plan, tax free transportation benefits, home office stipend, generous PTO, other benefits.

**Position Start Date:** October 1<sup>st</sup>, 2024

**Position Description:** The Program Director will report to the Executive Director (ED) and Director of Research and work directly with the leadership team to support strategic planning, research development, and management and growth of the team. The Program Director will be responsible for helping to set the organization's research agenda, execute that agenda, as well as to support existing projects and research. Existing projects are currently focused on higher education and social change, with an emphasis on rural education, community colleges, as well as capacity building methods to support institutional research offices on college campuses. The Program Director will have the opportunity to work on partnership projects with a variety of organizations in the field.

The position is primarily responsible for overseeing and coordinating the policy research of the organization, supervising the policy staff, developing policy reports on topics not covered by other members of the team, and assisting organizational leadership in the development and execution of the research agenda

### **Essential duties and responsibilities:**

- Conduct qualitative and quantitative research, analyze and synthesize findings and write reports
- Work with leadership to identify new research and analysis opportunities and further develop the organization's policy research agenda
- Oversee all aspects of research, including defining project scopes, assigning staff time, selecting contractors, and managing deliverables
- Work with team members and consultants to ensure objectives and scopes of work for deliverables are clearly defined and research projects and technical assistance products are delivered on time and meet expectations and goals
- Coordinate and manage all aspects of assigned projects, including training and development, technical assistance, and data collection and evaluation, including design and maintenance of a project database
- Provide regular updates to senior leadership on research progress, policy impacts, and strategic recommendations
- Represent the organization as a spokesperson in various professional settings
- Develop and nurture strategic partnerships with other organizations in the field, educational institutions, and philanthropic entities
- Supervise and mentor junior policy research staff and interns, fostering a collaborative and productive research environment.
- Other duties as assigned

### **Knowledge, Education, and Experience:**

#### **Research**

- Experience in research and writing for different audiences
- Experience in conducting data analysis
- Strong analytical skills with the ability to interpret and communicate complex data clearly

## **Management**

- Experience in staff supervision and development
- Experience managing a team
- Documented skills in multi-entity project coordination and collaboration
- Ability to work collaboratively in a team environment and manage multiple projects simultaneously
- Experience managing project budgets, timelines, and ensuring deliverables are on time and high quality
- Experience with grant management preferred

## **Subject Matter Knowledge**

- Knowledge of current trends and issues in education policy and practice
- Minimum of 3-5 years of experience in program evaluation, data analysis, or a related role, preferably within the educational sector
- Knowledge of federal data sets including IPEDS
- Familiarity with the Higher Endeavor Ecosystem preferred
- Familiarity with data analysis and visualization tools such as R, STATA, SAS, and/or Tableau
- Experience conducting research, translating research into practice, and providing technical assistance to sites

## **Other**

- Ability to work collaboratively (virtually or in-person) in an innovative and entrepreneurial work environment
- Ability to travel up to 10% of time for special projects, conferences, or client events
- Bachelor's degree required, master's preferred, or equivalent experience. We value the skills and competencies that come with various types of experience and will consider candidates who demonstrate relevant expertise, even if they do not hold a degree in the field

Our goal is to hire the most suitable candidate for this position, and we recognize that such a candidate may be someone with a less traditional path. It is also well-documented that some individuals, including women and people of color, often hesitate to apply for roles unless they meet all listed qualifications. Even if you don't feel that you satisfy every single requirement, if you're passionate about the work and feel you can contribute, we strongly encourage you to apply. Our focus is on finding the best person for the job, and that could very well be you, regardless of whether your experience matches perfectly with our listed criteria.

## **Benefits**

- Health Care Coverage Reimbursement (ICHRA) plan of up to \$1,00 a month
- Retirement plan
- Stipend for remote work expenses and office supplies
- Liberal PTO and wellness leave
- Flexible hybrid work opportunities
- Opportunities for professional development
- To ensure the team has ample opportunity for rest the office is closed for the last week of the year
- To promote work-life balance the organization is considering a pilot 4-day work week in 2025

## **To Apply:**

Email your resume, and a relevant writing sample (no longer than 3 pages, which may be an excerpt of a longer piece) to Rachel Rush-Marlowe [rmarlowe@research-ed.org](mailto:rmarlowe@research-ed.org). A cover letter is not required but candidates who wish to explain something in their resume or expand on experience not fully captured by their resume may submit one.

## **About We Research and ResearchEd**

We Research is a 501c3 nonprofit tandem organization of ResearchEd. This role will be housed within We Research, which shares a mission and values with ResearchEd. ResearchEd is an education policy research group providing objective data analysis, deep insights, and detailed recommendations for postsecondary institutions and research organizations seeking to support equitable student outcomes. ResearchEd's mission is to conduct work that is student-centered, informed by the experiences of today's students, particularly those who have been underserved by our education system, and to support these students in getting to and through college. To realize this goal, ResearchEd conducts and publishes research, provides technical assistance, and acts as a liaison between students, education institutions, and policymakers through advocacy and communications work. ResearchEd has expertise in report development, data visualization, building data infrastructure, technical assistance, and working with a variety of public and proprietary student data sources.

At ResearchEd, we believe data is a tool to empower action, whether it be in the classroom, on campus, or in Congress. As such, much of our work is focused on building capacity in institutional research offices so that data collection leads to analysis that supports student success initiatives, rather than being a burdensome compliance exercise; and in ensuring that data, research, and student and educator voices are at the foundation of policy decision-making. Data, when analyzed and implemented in context, can increase equitable access to education and be a catalyst for student success. Increasing and equalizing access to education is the first step in breaking down historic and ongoing structural barriers to racial and social justice, and to improving the personal and social well-being of all people.

*ResearchEd is an equal-opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex (including sexual orientation, gender identity, and reproductive status), national origin, ability, age, genetic background, or any other status protected under applicable federal, state, or local laws.*