**Poverty Lab Title:** Research Manager, Workforce Development  
**Location:** Chicago, IL  
**Reporting to:** Executive Director

**Our Focus**
We launched the University of Chicago Poverty Lab in 2015 to conduct rigorous research that leads to greater economic opportunity for communities harmed by disinvestment and segregation. We do this by working closely with policymakers, community-based organizations and others to generate rigorous evidence about how to remove barriers to social mobility and racial equity.

**Our Values**
*Conduct science in service of cities:* We feel a sense of urgency to do research that improves people’s lives. We select projects that lead to solutions for policy, practice, and increased investments on the ground. Our research is rigorous and informed by the historic and current contexts that shape urban residents’ lives.

*Foster lasting relationships:* We collaborate with policymakers, practitioners, and people with lived experience to understand multiple perspectives and figure out what works.

*Elevate equity & inclusion:* We aim to hire people with a range of personal and professional backgrounds, skillsets, and identities. We expand access to evaluation for a broad range of organizations and we conduct work that affirms the dignity of all people.

*Check our privilege:* We recognize the power and privilege we have as members of the University of Chicago. We practice humility and recognize that expertise comes in many forms and there are limits to our own.

*Embrace a growth mindset:* We invest in our people and develop our skills and content knowledge together. We work respectfully as a team to achieve our shared goals.

**Who We Are**
The Poverty Lab is led by Marianne Bertrand, the Chris P. Dialynas Distinguished Service Professor of Economics at the University of Chicago Booth School of Business, Co-Director of the Rustandy Center for Social Sector Innovation at Booth, and Director of the University of Chicago Poverty Lab. Her research, which covers labor economics, corporate finance, and development economics, has been published widely. She is a member of the board of directors for the Abdul Latif Jameel Poverty Action Lab at the Massachusetts Institute of Technology.

Our team currently consists of an Executive Director, Scientific Director and 25 full-time staff, including data analysts and program managers at our main office in downtown Chicago. Our constantly evolving portfolio of projects spans workforce development, housing and homelessness, post-secondary education, and income support policies. Our work includes several projects focused on the application of machine learning algorithms to improve the design and targeting of interventions.
Job Summary
The UChicago Poverty Lab is seeking a Research Manager to work on large-scale social policy experiments designed to test the effectiveness and cost-effectiveness of poverty interventions. This individual will work on a portfolio of projects focused on workforce development. Their responsibilities will include building strong partnerships with nonprofits and government agencies working in this area, such as the Department of Commerce and Economic Opportunity and Department of Employment Security. The position offers the opportunity to work directly with leading social policy researchers at the University of Chicago, as well as a team of administrative staff, other project managers, research analysts, and student research assistants. The Research Manager will also collaborate closely with the UChicago Poverty Labs' partners in the public and nonprofit sectors.

Responsibilities:

• Contributes to study design and coordinates implementation options with program partners.
• Conducts and manages the data analysis process to ensure proper data collection to evaluate program progress and feasibility.
• Oversees University of Chicago IRB procedures and maintains confidentiality of participant information; ensures compliance with institutional, state and federal regulatory policies, procedures, directives and mandates.
• Builds and maintains strong relationships with research partners.
• Works with PI and Grants Manager to develop budgets and coordinate all aspects of grant submission to federal and foundation funding agencies; monitors anticipated and actual costs charged to project budgets, regularly communicates these to Grants Manager, to identify and prevent potential overruns.
• Develops and disseminates necessary project materials to research team and partner agencies.
• Generates tables and graphs for academic papers, reports and presentations; writes, proofreads and fact-checks academic papers, reports and presentations.
• Prepares project memos, summaries, presentations, and manuscripts targeting both policymakers, academic researchers and other stakeholders.
• Will supervise other research staff.
• Other duties as assigned.

Education and Experience
• Bachelor’s degree economics, public policy, social science, or a closely related field required.
• Advanced degree strongly preferred.
• First generation college students and those with lived experience in communities experiencing poverty and disinvestment are encouraged to apply.

Competencies
• Knowledge of workforce development institutions and policy preferred.
• Prior experience working with local organizations in workforce development preferred.
• Strong project management skills with exceptional attention to detail required.
• Ability to work independently in a fast-paced environment required.
• Outstanding interpersonal skills and ability to maintain positive relationships with various stakeholders required.
• Strong time management skills with a proven ability to multitask and to prioritize activities to successfully complete projects on tight deadlines with little supervision.
• Excellent written and verbal communication skills, with the ability to present data in a simple and straightforward way for non-technical audiences required.
• Demonstrated ability to exercise sound judgment required.
• Knowledge of urban policy, social policy, behavioral economics and research literature on income inequality preferred.

To Apply:
Submit resume, cover letter, and writing sample to https://uchicago.wd5.myworkdayjobs.com/External, requisition JR06657.

The University of Chicago is an Affirmative Action/Equal Opportunity Employer.