

Title: Portfolio Manager

Start Date: ASAP

Our Focus

For generations, government policies and institutional choices have excluded many Americans from opportunities for education, employment, and wealth creation. Ending intergenerational poverty and building an inclusive economy—one that provides real economic opportunities for all communities—requires collaboration across sectors, as well as scientific evidence about what works and what doesn't. Traditional research can take years, and the results often don't reach those who need the information most—the people living with and working on these issues. The University of Chicago Inclusive Economy Lab solves this by working with policymakers, organizations, and communities to identify their most urgent and pressing challenges, co-generate evidence about what works, and translate that evidence into real policy changes that expand economic opportunity and improve lives.

Founded in 2015, The University of Chicago Inclusive Economy Lab conducts rigorous research that expands economic opportunity for people harmed by discrimination, disinvestment, and segregation. One of five Urban Labs based at the Harris School of Public Policy, the Inclusive Economy Lab is led by Pritzker Director Marianne Bertrand, Chris P. Dialynas Distinguished Service Professor of Economics at the Booth School of Business.

We partner with policymakers, community-based organizations and others to identify their most urgent and pressing challenges, co-generate evidence about what works, and translate findings into policy changes that end intergenerational poverty. By identifying barriers to social mobility and racial equity and highlighting the programs and policies that have the most positive impact, our work creates aims to create greater economic opportunity. We specialize in evaluating programs with the potential to improve lives in four main areas:

- College and Career Success
- Housing Stability
- Financial Security
- Quality Jobs

Who We Are

The Inclusive Economy 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 Social Enterprise Initiative at Booth, and Director of the University of Chicago Inclusive Economy 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 full-time staff currently consists of an Executive Director, Scientific Director and twenty-five 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, postsecondary education, and income support policies.

The Role

The UChicago Inclusive Economy Lab is seeking a Portfolio Manager to manage large-scale social policy experiments designed to test the effectiveness of poverty interventions. This individual will work on a portfolio of projects focused on homelessness prevention projects. 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 Portfolio Manager will also collaborate closely with the UChicago Inclusive Economy Lab's partners in the public and nonprofit sectors.

Duties and Responsibilities:

- Manages all aspects of multiple research projects, including timeline, staffing, data analysis, deliverables, and dissemination.
- Contributes to study design and coordinates implementation options with program partners; manages subject selection and randomization process; travels to program sites to monitor and assess implementation
- Collaborate with research analysts to oversee 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 and all participating partners organizations, government agencies, nonprofits, and other community groups
- Works with PI and Finance Manager to develop budgets and coordinate all aspects of grant submission to federal and foundation funding agencies; manages progress reports, performance, or financial reporting as required by the granting agency; monitors anticipated and actual costs charged to project budgets, regularly communicates these to Finance 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
- Maintains technical and administrative support for a research project
- Analyzes and maintains data and/or specimens. Conducts literature reviews. Assists with preparation of reports, manuscripts and other documents
- Performs other related work as needed.

Education

- Bachelor's degree with experience partnering policy-related work experience required

Experience

- A minimum 3-5 years related work experience required.

Competencies

- Ability to engage thoughtfully with issues related to race, identity, and equity and work across difference required
- Demonstrated experience working with communities that have experienced segregation and disinvestment
- First generation college students and those with lived experience in communities experiencing poverty and disinvestment are encouraged to apply.
- 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.

Preferred Education

- Master's degree in degree economics, public policy, social science, or a closely related field

Preferred Experience

- Experience with quantitative data analysis or interpretation to support the research design.
- Previous experience working in a research organization or managing research projects.
- Previous fieldwork experience.

Preferred Competencies

- Knowledge of urban policy, social policy, behavioral economics and research literature on housing or homeless services policies preferred.
- Prior experience working with local organizations in the affordable housing or homeless services arenas preferred.

Required Documents

- Resume
- Cover Letter

To Apply:

Submit resume, cover letter, writing sample, and unofficial transcripts to <https://jobopportunities.uchicago.edu>, requisition [JR10533](#).

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