



Science in Service  
of Cities.

**Title:** Project Manager

## **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 the Pritzker 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.

## **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.

## **The Role**

The UChicago Inclusive Economy Lab is seeking a Project Manager to support large-scale social policy experiments designed to test the effectiveness of poverty interventions. 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 Project Manager will also collaborate closely with the UChicago Inclusive Economy Lab's partners in the public and nonprofit sectors.

## **Duties and Responsibilities**

- Takes responsibility for transcribing and coding data; developing data collection instruments; presenting research. Acquires higher-level skills and knowledge in the process.

- Writes human subjects permission protocols and amendments for IRB permission, and obtains other research permits as needed with moderate level of direction.
- Assists with data collection, management, and analysis including cleaning and assembling the files for data analysis and conducts field research as needed.
- Prepares sections of research results, including proofing, formatting and creating tables and graphs.
- Assists with the coordination of research activities, communications with partner agencies, and managing project deliverables.
- Assists in writing grant proposals and preparing presentations targeting both policymakers and academic audiences.
- Accountable for development and execution of project work plan with support of colleagues.
- Responsible for prioritizing tasks and communicating potential conflicts
- Responsible for managing external partner relationships
- Assists the data and analytics team with data collection, management, and analysis.
- Applies research principles and relevant subject matter knowledge relevant to administer a research project. With a moderate level of direction, manages lab and/or research-related duties and tasks. Helps develop, design and conduct research projects according to plan.
- Supports data collection and analytical needs of research projects. Conducts literature reviews and helps write reports and manuscripts. Ensures project compliance with different policies, procedures, directives, and mandates.
- Performs other related work as needed.

### **Education**

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

### **Experience**

- A minimum 2 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.
- Strong interest in social policy required.
- Comfortable interpreting quantitative data.
- Experience with data visualization required.
- Ability to work discreetly with sensitive and confidential data required.

To Apply: Submit resume and cover letter, to requisition [JR12020](#)JR12020.

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