Advancing Justice,
Reducing Gun Violence

Title: Associate Managing Director

Reports To: Managing Director, Crime Lab and Education Lab

Who We Are

In cities across the country, people face high rates of gun violence, under-resourced schools, and social harms associated with the criminal justice system -- all of which disproportionately impact people of color. These inequalities have profound consequences on public safety and opportunity. As a society we have failed to address these challenges, in part, because of our lack of understanding of the most effective and cost-effective solutions that can have a real impact on people's lives. We believe that rigorous research can help.

The University of Chicago Crime Lab and Education Lab partner with cities and communities to use data and rigorous research to design, test, and scale programs and policies that enhance public safety, improve educational outcomes, and advance justice. Our mission is to combine world-class data science and research, in partnership with government agencies, to substantially improve the effectiveness of the public sector and achieve impact at scale.

To learn more about the Crime Lab and Education Lab, visit https://urbanlabs.uchicago.edu/labs/crime.

The Role

The University of Chicago Crime Lab and Education Lab is seeking an Associate Managing Director to support the leadership team with the strategic planning and development of the Crime Lab and Education Lab. This individual will work with the Leadership Team to establish a people strategy that prioritizes organizational culture throughout the unit.

Responsibilities:

- Advises the Managing Director on the execution of strategic planning and development for the Crime Lab and Education Labs. Works with staff throughout the unit to implement discrete aspects of these plans.
- In collaboration with the Managing Director, manages professional relationships between the unit and relevant on-campus offices.
- Works with the Leadership Team to establish a people strategy that prioritizes organizational culture; oversees the implementation of this strategy in day-to-day activities of teams throughout the unit.
- In collaboration with leaders of both the Education Lab and Crime Lab, establishes the hiring plans, management practices, and operational structures that will support our current project portfolio as well as the emerging national-level work of our unit.

- Creates and oversees structures and systems to facilitate a culture of cohesion, collaboration, and transparency. Examples include, but are not limited to:
    - Leads the annual staff climate survey; designs survey, dissemination and data collection, and a process for incorporating feedback into management decisions and tracks progress over time
    - Manages a calendar of culture events, working closely with the Leadership Team, Talent Team, and project staff to offer a variety of ways for staff to engage with each other and the work of the Crime Lab and Education Lab.
    - Manages the annual performance evaluation, merit increase, and goal setting process for all staff in the Crime Lab and Education Lab.
    - Develops a policy for professional development; identifies professional development needs, designs strategies for providing training opportunities for staff, and maintains a centralized database for tracking maintenance and progress
    - Develops, leads, and manages the CL/EL internship experience for 10-15 academic year and summer interns staffed on teams throughout the Crime Lab and Education Lab. Develops the CL/EL approach to the internship experience and leads the related programming. Throughout the internship period, supports the staff supervising interns.
    - Develops and maintains a Crime Lab and Education Lab operations manual to build institutional knowledge and document research and administration policies and procedures
    - Develops strategy for internal communications between management and staff. Executes communications plans to ensure effective information flow across the lab and the multiple offices, leveraging internal systems such as Box, Ocelot, and the intranet. Builds and refines cadence for Crime and Education leadership and all-staff meetings.
    - Designs and implements career paths to support research priorities and develops policies and procedures to support such activities
- Directly supervises the Talent Team; 2-3 full-time staff who manage the HR activities and processes that encompass the entirety of the employee experience. Provides strategic input to the Leadership Team on staffing, employee experience, and other HR-related topics.
- Establishes and maintains a Crime Lab Alumni network to engage them in the work being done at the Crime Lab and Education Lab, and to connect them to current staff.
- Undertakes special projects as needed
- Performs other related work as needed

Education

- Bachelor's degree in business administration or related field required
- MBA or advanced degree preferred

Experience

- A minimum of seven years of relevant experience managing a small non-profit or research center, or in organizational development, operations, or chief of staff roles or other related experience

Competencies

- Must be a resourceful problem-solver and critical thinker, be proactive in leveraging opportunities and anticipating and averting problems
- Track record of working in service to the mission and values of an organization by being action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Values inclusivity; enjoys and is effective in interacting with a diverse workforce in a complex research environment
- Exceptional oral and written communication skills
- Demonstrates collegiality and comfort with a consultative approach to interacting with employees
- Exceptional organizational skills, with previous project management experience
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed

To Apply

We seek a diverse pool of applicants who wish to join an academic community that places the highest value on rigorous inquiry and encourages a diversity of perspectives, experiences, groups of individuals, and ideas to inform and stimulate intellectual challenge, engagement, and exchange.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran status or status as an individual with disability.

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

Please submit a resume, cover letter, and reference contact information to UChicago's Workday system. Within the Workday system, this listing can be found by the position title or by the requisition number, **JR21472.**

If you have an active UChicago Workday account, you will need to complete the Internal Candidate application process. Simply log in to Workday and select the career worklet to begin.

External candidates should apply at https://uchicago.wd5.myworkdayjobs.com/External.

If you have questions about the Workday system, please contact our Shared Services department at https://services.uchicago.edu

Job seekers in need of a reasonable accommodation to complete the application process may contact the Shared Services Office by calling 773-702-5800 or by emailing sharedservices@uchicago.edu with their request.