

Poverty Lab Title: Finance and Operations Manager
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 Social Enterprise Initiative 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 27 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 University of Chicago Poverty Lab is seeking a full-time Finance and Operations Manager to support the Executive Director in building a nimble and high-functioning organization. The Finance and Operations Manager will report directly to the Executive Director, and will be supported by finance staff at the University of Chicago Crime Lab and Harris School of Public Policy. This is a great opportunity for an early career professional to learn about finance and operations in a fast-paced "startup" environment and to contribute to an innovative, mission-driven organization. The Finance and Operations Manager will be responsible for budgeting and financial projections; office operations; and grant compliance.

Responsibilities

Finance and Accounting

- Works with Executive Director and research staff to build and update project- and organization-level budgets and financial projections
- Reviews financial reports for consistency and accuracy. Flags potential errors to be investigated and corrected. Prepares and submits account corrections as necessary.
- Prepares and submits financial transactions through the university systems.
- Ensure that employee expenses are accurate and in compliance with University policy.

Grants and Contracts

- Supports Executive Director, Scientific Director and project staff with proposal development and submission by understanding sponsor submission guidelines and preparing supporting documents.
- Manages all subaward agreements including set-up and payment/execution.
- Works with SAA to prepare budget summaries as required for sponsored project reports.
- Prepares closing memos and works with SAA to ensure that research accounts are terminated in good standing.

Operations

- Assist in office and project-related invoice processing and supply purchases.
- Maintains office services by organizing office operations and procedures.

Education and Experience

- Bachelor's degree required.
- Bachelors degree in business or a related field preferred.
- A minimum of two years of experience in operations, finance, or related field required.
- Experience in higher education preferred.
- Experience with budgeting and financial projections preferred.
- Experience learning new financial systems preferred.
- Demonstrated interest in public policy, racial equity and / or social justice required.

Technical Skills

- Must be proficient with Microsoft Word and Excel.
- Experience with University of Chicago financial systems preferred.

Competencies

- Must be able to deal effectively with a diverse workforce in a complex research environment.
- Must have exceptional organizational skills, with previous project management experience.
- Must be a resourceful problem-solver and critical thinker, be proactive in leveraging opportunities and anticipating and averting problems.
- Must have exceptional oral and written communication skills.
- Must be able to build relationships with project teams, central support staff, and funders to best support project outcomes.

To apply: Submit resume, cover letter, and three professional references to the University of Chicago's Workday System. Search for requisition number **JR07779**. **NOTE:** When applying, all required documents **MUST** be uploaded under the **Resume/CV** section of the application. **Please**

be advised that this job announcement is formatted differently on the University of Chicago "Workday" Job Board.

- **If you have an active UChicago Workday employee account, you will need to complete the Internal Candidate application process. Internal Candidate instructions:** Log into Workday and select the career worklet.
- **External Candidates** should apply to the position at <https://uchicago.wd5.myworkdayjobs.com/en-US/External>
- **If you have questions about the Workday application system**, please contact: https://uchicago.service-now.com/sso?id=ssc_sc_cat_item&sys_id=cf359d671316660030c0bc0bcaf3244b02d.

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Staff Job seekers in need of a reasonable accommodation to complete the application process should call 773-702-5800 or submit a request via Applicant Inquiry Form.

