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. By identifying barriers to social mobility and racial equity and highlighting the programs and policies that have the most positive impact, our work 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 team currently consists thirty-eight full-time staff, who work in a hybrid virtual and in-person environment 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 Research Portfolio Manager to manage between three and seven social policy experiments and data analytic projects focused on keeping families stably housed and helping prevent evictions and housing instability. This individual reports to a Program Director and will manage a portfolio of projects as part of a small research team. The position offers the opportunity to work directly with leading social policy researchers at the University of Chicago and other affiliate academic institutions, partners in the public and nonprofit sectors, people with lived experience, as well as a team of administrative staff, other project managers, research analysts, and student research assistants.

Duties and Responsibilities:

- Oversees all aspects of the day-to-day operation of multiple research projects focused on homelessness prevention, including developing comprehensive project plans; creating and managing project budgets; assigning staffing allocations to meet project deliverables; translating insights from data analysis into actionable findings for partners; complying with deliverables for specific grants and funders; and developing materials to disseminate findings for multiple audiences (academic, partners, and the public).
- Builds and maintains strong relationships with research partners, government agencies, nonprofits, and other community groups.
- Helps identify research and analytic projects that are aligned with partner priorities and gaps in the existing research literature.
- Contributes to study design and manages the implementation of research protocols with program partners, including participant recruitment, selection, and randomization (if applicable) and traveling to program sites to monitor and assess implementation.
- Writes human subjects permission protocols and amendments for IRB permission, and obtains other research permits as needed with little to no guidance.
- Collaborates with research analysts to translate findings from data analysis into actionable insights for partners and policymakers.
- Ensures the faithful implementation of University of Chicago IRB procedures, including maintaining confidentiality of participant information and ensuring compliance with institutional, state and federal regulatory policies, procedures, directives and mandates.
• Works with Program Director, Principal Investigator(s), and Finance Manager to develop budgets and coordinate all aspects of grant submission to secure project funding; manages progress reports, performance, or financial reporting as required by the granting agency.
• Generates written content for research and policy reports, presentations, blog posts, and dissemination events; partners with research analysts to help interpret analytic findings and ensure tables and graphs are clear and accurate.
• Prepares project memos, summaries, and presentations as needed to engage research partners in all stages of the research cycle.
• Will directly supervise, coach, and identify professional development opportunities for other research staff.
• With the Program Director, scopes new partners and projects and participates in project selection decisions.
• Begins to represent the organization to external partners.
• Helps build the culture of the organization by helping lead enterprise-wide committees and serving as a mentor to junior staff.
• Conducts or delegates literature reviews and best practice policy scans to help inform the development of the research agenda.
• Performs other related work as needed.

Education
• Bachelor’s degree

Experience
• A minimum two years related work experience required
• Relevant policy or programmatic work experience required
• Experience with designing and/or coordinating applied social science impact evaluations required

Competencies
• Ability to engage thoughtfully with issues related to race, identity, and equity and work across lines of difference.
• Strong project management skills with exceptional attention to detail.
• Ability to plan for contingencies and uncertainty and mitigate external risks.
• Ability to work independently in a fast-paced environment.
• Outstanding interpersonal skills and ability to maintain positive relationships with various stakeholders.
• Excellent written and verbal communication skills, with the ability to present data in a simple and straightforward way for non-technical audiences.
• Comfort with research methods and ability to explain them to external audiences.
• Strong time management skills with a proven ability to multitask, delegate, and prioritize activities to successfully complete projects on tight deadlines with little supervision.
• Demonstrated ability to exercise sound judgment.
• Ability to think independently and offer constructive upward feedback
• Ability to work discreetly with sensitive and confidential data.
• Demonstrated professional maturity
• Ability to help a team navigate ambiguity
Preferred Education

- Master’s degree

Preferred Experience

- Demonstrated experience working with communities that have experienced segregation and disinvestment preferred.
- First generation college students and those with lived experience in communities experiencing poverty and disinvestment are encouraged to apply.
- Prior experience working with local organizations in housing or homeless services preferred.
- Knowledge of urban policy, social policy, behavioral economics and research literature on housing and homelessness preferred.
- Previous experience working in a research organization or managing research projects preferred.
- Prior experiencing managing a full-time staff member or intern preferred.

Required Documents

- Resume
- Cover Letter

To Apply:
Submit resume, cover letter, writing sample, and unofficial transcripts to https://jobopportunities.uchicago.edu, requisition JR18671.

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