Title: Program Director, College Success

Our Focus
Founded in 2015, The University of Chicago Inclusive Economy Lab (formerly the Poverty Lab) conducts rigorous research that expands economic opportunity for people harmed by discrimination, disinvestment, and segregation. We partner with civic and community leaders to identify, test, and implement policies and institutional practices that expand economic opportunity on a broad scale. 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.

The Inclusive Economy Lab studies programs and policies that aim to expand economic opportunity in order to understand how well they work. By identifying barriers to social mobility and racial equity and highlighting the programs and policies that have the most positive impact, our work creates greater economic opportunity in cities. We specialize in evaluating policies with the potential to improve lives in four main areas:

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

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 Inclusive Economy Lab is seeking a full-time Program Director to lead complex, multi-year projects advancing college and career success for Chicago’s youth. The Program Director will partner with Chicago Public Schools, City Colleges of Chicago, and various community-based organizations to design and test programs and policies that aim to improve outcomes for young people graduating from Chicago and Illinois high schools.
The Program Director will:

- Own the development of a postsecondary education research agenda, which may include strategic planning and convening advisory groups;
- Build strategic partnerships with government agencies and non-profit organizations to successfully execute multiple research projects, securing permissions and data access as necessary;
- Coordinate with the Executive Director to identify staff resources for each project;
- Manage research staff responsible for conducting the analyses and evaluations;
- Ensure that all projects incorporate an antiracist lens and seek community engagement;
- Support the Executive Director in securing additional funding for each project;
- Ensure that all grant milestones are achieved;
- Model the values of the Inclusive Economy Lab and improve lab processes as necessary;
- Center organizational needs, the Inclusive Economy Lab strategic plan, and operational goals in all decisions.

The Program Director will report to the Executive Director of the Inclusive Economy Lab, Carmelo Barbaro, and will work closely with the Research Director and Scientific Director of the Inclusive Economy Lab.

Responsibilities:

- Leads the development of programs for scientific research activities. Works independently to write articles, reports and manuscripts, and presents research findings at meetings and/or conferences.
- Builds strategic partnerships and spearhead special projects and initiatives with government agencies, non-profit organizations, and community organizations.
- Manages the overall budget for the program as well as the specific grants that fund individual projects (both federal and foundational).
- Supports the Executive Director and University of Chicago development staff to secure additional funding for the program as needed.
- Writes and submits grant reports, manages key stakeholder relationships, and ensures compliance with data sharing agreements and legal requirements of the grant.
- Works with all project staff and partners, including Senior Research Analysts and Principal Investigators to produce high quality deliverables.
- Establishes program milestones and ensures that milestones are achieved.
- Manages up to 4-5 project staff, including part-time interns.
- Develops long-range plans for research projects and oversees the development of research projects. Ensures research projects progress according to plan.
- Manages, investigates, modifies and applies new procedures, techniques or applications of technology. Oversees the establishment of goals and operating procedures, practices, and guidelines. Develops research in area of expertise.
- Improves financial, personnel, planning, compliance and other administrative aspects of research project. Collaborates with other researchers on long-range plans for research projects. Leads, investigates, modifies and applies new procedures, techniques or applications of technology. Establishes goals and operating procedures, practices, and guidelines.
- Provides expertise to researchers and research support staff. Oversees activities related to data collection and analysis.
- Performs other related work as needed.
Minimum Qualifications

Education:
Minimum requirements include a college or university degree in related field.

Work Experience:
• Substantial people management experience.
• Requirements include knowledge and skills developed through 3-5 years of work experience in a related job discipline.
• Experience working in or with a large school district or community college district.

Certifications

Preferred Qualifications

Education:
Master’s degree in education, sociology, public policy or another relevant field. Will consider applicants with equivalent lived experience.

Work Experience:
• Experience managing complex projects, with numerous stakeholders.
• Experience collecting and managing qualitative and quantitative datasets.
• Familiarity with large-scale data collection.
• Strong computer skills including the ability to effectively use software applications such as Microsoft Word, Excel, Outlook, PowerPoint, Access, and Internet Explorer.

Preferred Competencies
• Interest in finding and testing innovative policy solutions
• Content expertise in education
• Knowledge of research design and social policy evaluation learning/predictive analytics

Application Documents
• Resume (Required)
• Cover Letter (Required)
• Writing Sample (preferred)

To Apply: Submit resume and cover letter, to https://uchicago.wd5.myworkdayjobs.com/External, requisition JR10947.

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