

**Urban Labs Title:       Portfolio Manager**  
**Poverty Lab**

## **Our Focus**

Concentrated poverty remains an endemic feature of American cities. Residents of low-income communities suffer higher rates of crime victimization and greater exposure to environmental contaminants. Their children experience worse schooling outcomes and limited access to healthy food. Many struggle with irregular employment and unstable housing. The path to social mobility is foreclosed by limited opportunities to gain new skills and limited availability of affordable financial products. While social enterprises work hard to address these challenges with innovative solutions, policymakers and practitioners struggle to make sustained progress due to a lack of evidence about what works.

We launched the University of Chicago Poverty Lab in 2015 to test innovative approaches to addressing the intersecting challenges faced by low-income residents of our cities. We bring the best science and “big data” analysis possible to bear on the problem of policy design, leveraging government administrative data to guide local policy and to generate high-quality evidence about what works. We believe that carrying out this work in very close collaboration with policymakers helps keep us focused on the most important real-world problems and increases the chances that our findings translate into real-world impact.

## **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.

For more information about the Poverty Lab or the UChicago Urban Labs, go to <http://urbanlabs.uchicago.edu>.

## **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 the Rustandy Center for Social Sector Innovation 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 25 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 UChicago Poverty Lab is seeking a Portfolio Manager to work on large-scale social policy experiments designed to test the effectiveness and cost-effectiveness of poverty interventions. This individual will be overseeing Every Dollar Counts and Transforming Impossible to Possible. 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 Portfolio Manager will also collaborate closely with the UChicago Poverty Labs' partners in the public and nonprofit sectors.

## **Unit-specific Responsibilities**

- 1) Contributes to study design and coordinates implementation options with program partners.
- 2) Conducts and manages the data analysis process to ensure proper data collection to evaluate program progress and feasibility.
- 3) Oversees University of Chicago IRB procedures and maintains confidentiality of participant information; ensures compliance with institutional, state and federal regulatory policies, procedures, directives and mandates.
- 4) Builds and maintains strong relationships with research partners.
- 5) Works with PI and Grants Manager to develop budgets and coordinate all aspects of grant submission to federal and foundation funding agencies; monitors anticipated and actual costs charged to project budgets, regularly communicates these to Grants Manager, to identify and prevent potential overruns.
- 6) Develops and disseminates necessary project materials to research team and partner agencies.
- 7) Generates tables and graphs for academic papers, reports and presentations; writes, proofreads and fact-checks academic papers, reports and presentations.
- 8) Prepares project memos, summaries, presentations, and manuscripts targeting both policymakers, academic researchers and other stakeholders.
- 9) Will supervise other research staff.

## **Unit-preferred Competencies**

- 1) Knowledge of workforce development institutions and policy and/or universal basic income.
- 2) Prior experience working with local organizations in workforce development or other social services.
- 3) Strong project management skills with exceptional attention to detail.
- 4) Ability to work independently in a fast-paced environment.
- 5) Outstanding interpersonal skills and ability to maintain positive relationships with various stakeholders.
- 6) Strong time management skills with a proven ability to multitask and to prioritize activities to successfully complete projects on tight deadlines with little supervision.
- 7) Excellent written and verbal communication skills, with the ability to present data in a simple and straightforward way for non-technical audiences.
- 8) Demonstrated ability to exercise sound judgment.
- 9) Knowledge of urban policy, social policy, behavioral economics and research literature on income inequality.

## **Preferred Qualifications**

### **Education**

- 1) Bachelor's degree in economics, public policy, social science, or a closely related field
- 2) Advanced degree preferred

### **Experience**

- 1) Minimum requirements include knowledge and skills developed through 5-7 years of work experience in a related job discipline.
- 2) First generation college students and those with lived experience in communities experiencing poverty and disinvestment are encouraged to apply.

## **Required Documents**

- 1) Resume

- 2) Cover letter
- 3) Writing sample

**NOTE:** When applying, all required documents **MUST** be uploaded under the **Resume/CV** section of the application.

**To Apply:** Please submit your resume, cover letter, and writing sample to the University of Chicago's Workday System. Search for requisition number **JR08062**. **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=cf359d671316660030c0bcaf3244b02d](https://uchicago.service-now.com/sso?id=ssc_sc_cat_item&sys_id=cf359d671316660030c0bcaf3244b02d).

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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.*

