Research Manager

Job Announcement – March 2022
Council of Great City Schools

The Council of the Great City Schools, a coalition of 75 of the nation’s largest urban public school systems, is seeking a Research Manager. The Council is dedicated to the improvement of education for children in the inner cities and works to help our schoolchildren meet the highest standards and become successful and productive members of society. The organization also provides a network for school districts sharing common problems to exchange information, and to collectively address new challenges as they emerge to deliver the best possible education for urban youth. For more information, visit About the Council.

The Research Manager is primarily responsible for leading and conducting research as well as collecting and analyzing data on urban school districts. The research manager will also lead the development of regular Council reports, surveys, and other publications as well as provide support for our annual conferences.

Reports To: This position reports to the Research Director

Location: The ideal candidate will live in the District of Columbia, Maryland, or Virginia area. The Council’s office is located in the District of Columbia. Council staff telework 2 days a week.

Travel: Willing and able to travel up to 10-15%. This includes attendance at conferences.

Qualifications and Experience:

1. Master’s degree in a social science or research field such as education research, education policy, sociology, psychology, public policy, statistics, etc.
2. 3+ years’ experience in education research; experience with education datasets.
3. Knowledge of statistical and research methods is preferred.

The ideal candidate will also possess:

- Excellent research and analytical skills, with an emphasis on quantitative and qualitative analysis and interpretation and presentation of data to lay audiences;
- An understanding of education policy and practice;
- Experience conducting research in schools;
- An ability to lead and design research projects;
- A passionate commitment to expanding opportunities for low-income students and students of color in inner cities, and a belief that school districts play a major role in serving students.
- Excellent communication skills, oral and written, including general statistical and psychometric understanding;
- Ability to translate complex information into easy to understand information including data visualizations;
- Strong interpersonal skills necessary to work effectively with a variety of colleagues, funders and school district officials;
- Strong follow-through skills and attention to detail, especially under deadline pressures.
- Strong organizational and project management skills (the ability to "switch gears" and re-prioritize in a fast-paced environment);
- Ability to assume responsibility and take independent action;
- Experience conducting advanced statistical analyses and conducting in-depth literature reviews;
- Familiar with and understands the need for data cleaning processes;
• Proficiency in Excel is required;
• Experience in using statistical programs such as R, SPSS, STATA etc. is preferred; and
• Familiarity with Tableau software is preferred.

**Major Responsibilities** include:

- Leading policy research and developing articles, reports, research briefs, and memoranda on key topics and policy issues in urban education;
- Analysis of school or district related data in response to both internal and external requests and as needed for reporting purposes;
- Supporting the management of grants;
- Managing project activities and ensuring that specifications and deadlines are met. Organizing, supervising, and coordinating project workflow including management of consultant and sub-contract agreements of the organization;
- Organizing, participating in, and preparing materials for annual meetings of district curriculum and research directors, as well as other Council related meetings;
- Serving as the main contact for data requests from and about large urban school districts;
- Assisting districts with the analysis of data on their state assessment and on the National Assessment of Educational Progress (NAEP) Trial Urban District Assessment; and
- Other additional tasks and responsibilities as assigned based on the research needs of the organization.

This job description is not exhaustive, and the Research Manager may be required to undertake other appropriate duties and projects from time to time.

**Compensation:**

1. Salary is commensurate with experience and qualifications.
2. The Council of the Great City Schools offers a comprehensive benefits package.

**How to Apply:** Please submit your cover letter and resume to Akisha Osei Sarfo at asarfo@cgcs.org with the subject line: “Research Manager Application.” Screening of complete applications will begin immediately and continue until the completion of the search process.

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