



## Research Manager

### About Us

The Center for Learner Equity (CLE) is a young, national nonprofit organization committed to ensuring that students with disabilities can access and thrive in charter and traditional district schools. CLE provides research, policy analysis, coalition building and technical assistance to a variety of stakeholders across the nation. We are a small hybrid virtual organization with a handful of people working from “HQ” in New Hampshire, a presence in New York City and in Washington, D.C., and the remaining team members working remotely from various locations. We welcome and embrace diversity both internally and externally, recognizing that including varied perspectives makes us stronger as a community. We work hard, have a good time, and care about doing what is best for kids. We value a positive, encouraging, and mission-driven work environment and are building a strong team that works collaboratively to move the organization forward.

### The Position

Reporting to the Managing Director of Programs, CLE’s Research Manager plays a key role in our organization’s success. Love research and analyzing problems? This role requires someone who has solid research experience which they can lean on to identify complex problems, collect data, and synthesize findings. A strong candidate will love partnering with people and organizations, supporting them in identifying what’s important, and guiding them towards understanding the best possible solutions. This critical thinker must be able to wear many hats and love to move seamlessly between multiple projects to contribute to the dynamic work of the Programs Team.

### Specific Responsibilities

- Manage a portfolio of clients each at different stages of the research process.
- Partner with clients to identify research, communicate progress effectively, and synthesize results, including anticipating clients needs.
- Conduct applied research and data collection, analysis, and synthesis using the scientific method.
- Develop a nuanced understanding of the policy and practice issues that influence the education of students with disabilities.
- Draft, edit, and finalize program documents.
- Work closely and collaboratively with the Managing Director of Programs and other staff members.
- Communicate effectively and clearly with multiple stakeholders.
- Complete additional duties as assigned to support the Programs Team.
- Travel as needed for project work, meetings, and conferences.
- Perform other duties as assigned.

### Skills and Abilities

- Exceptional communication, writing, organizational, and strategic thinking skills and commitment to the continuous improvement of these skills.
- Deep understanding of scientific method, research techniques and analysis, and statistics.

- Experience with and expertise in educating students with disabilities.
- Hold a high standard for excellence for self and work products.
- Ability and openness to building relationships with individuals of diverse backgrounds, and across lines of difference, in a professional setting.
- Curiosity about and passion for public education, familiarity with charter schools preferred.
- A deep commitment to diversity, equity, accessibility, and inclusion.
- Ability to travel up to 30%, including travel to all-hands meetings and to meet with clients.
- Proficient in Microsoft Office Suite or similar software, and Google Apps as well as technical proficiency and ability to quickly learn new software programs.
- With prior notice and when needed, ability to work long hours completing numerous tasks and work nights and weekends.
- Must pass a criminal background check and undergo Child Safeguarding training upon hiring.

### **Qualifications and Competencies**

- Bachelor's degree required, Master's degree preferred.
- Experience conceptualizing, conducting, and analyzing research.
- Minimum of 5 years working experience, nonprofit or education experience preferred.

### **Specific Details on the Position**

**Title:** Research Manager

**Reports To:** Managing Director of Programs

**Location:** Remote, with preference for DC or NYC

**Hours:** Full-time, 40 hours a week

**Compensation:** Competitive, \$85,000 - \$90,000 + benefits

**Anticipated Start date:** August 2021

**Please submit a resumé, sample of a research deliverable you have completed, and cover letter to [humanresources@centerforlearnerequity.org](mailto:humanresources@centerforlearnerequity.org)**

### **The Center is deeply committed to Diversity, Equity, Accessibility, and Inclusion**

The Center for Learner Equity is an equal opportunity employer and strongly encourages individuals of all racial, ethnic, and socioeconomic backgrounds to apply for this position. We have a strong commitment to diversity, equity, accessibility, and inclusion. We prohibit discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, marital status, or any other legally protected status. We strongly encourage applications from members of underrepresented groups and people with diverse life experiences.