



Director of Research & Continuous Improvement

The Director of Research & Continuous Improvement will primarily be responsible for guiding the evidence-based practice and policy components of using the most current research on policy and practice. The Director will produce research and policy briefs specific to the outcomes and indicators partners are working to improve, and support the work of the Advisory Committee, partners, and staff to advocate for successful local (e.g., institutional and governmental) and state policies that will accelerate improvements in student outcomes and family and community success.

Key Responsibilities

Manager responsibilities fall into three categories: research and writing, issue tracking, and leadership. Applicants will be encouraged to address their ability to meet these responsibilities in their cover letters.

Research and Writing

- Develop reports, briefs, and other needed material on key topics in local, state, and federal education policy using the most current research.
- Work with the development and marketing manager to effectively communicate to the general public key research and policy issues.

Issue Tracking

- Continually track, organize and report information relevant to education priorities from a variety of sources, including pending legislation, media reports and other advocacy organizations.
- Work collaboratively with school district, county, and city legislative staff and other governmental relations professionals to monitor and respond to local, state, and federal policy activities related to education.

Leadership

- Form and facilitate a collective impact team consisting of data staff, SCS data analyst, Seeding Success Research Manager and South City Choice Neighborhood data manager. This workgroup will include advisory committee members and community organization leaders to develop leverage strategies.
- Mentor, coach, and train partner organization staff on strategy and goals for.
- Actively engage with the programming leaders and collective impact teams to identify policy challenges and develop and implement strategies.
- Serve as liaison between multiple educational institutions, systems, and governance structures.
- Identify opportunities for staff, partners, and executives to engage in education-related policies at the district, state and national level.
- Identify policy issues emerging from collective impact teams and provide guidance on how/whether to pursue policy advocacy as a team strategy.

Education & Experience Required:

- Be familiar with large urban school systems
- Understand the policy contexts spanning early childhood through post-secondary education
- Be informed of the most current research in at least one outcome area
- Be independent learners and able to rapidly acquire and assimilate new knowledge
- Be strong writers and capable of synthesizing materials from multiple sources
- Have the interpersonal skills necessary to engage in difficult conversations with diverse audiences
- Be able to work independently and manage time well
- Experience in education policy
- Experience writing research and policy briefs
- Demonstrated capacity to translate complex issues for wide audiences
- Demonstrated capacity to engage in difficult conversations with diverse audiences

Knowledge Quest is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.