



## Job Announcement

Position Title: Data and Research Manager  
Reports To: Executive Director  
Compensation: Based on experience, \$76,000-\$86,000  
Position Type: Full-time, exempt  
Closing Date: May 8, 2020

### About Chalkboard Project / Foundations for a Better Oregon

Foundations for a Better Oregon (FBO) is a nonprofit organization led by a coalition of Oregon's largest philanthropic foundations. Since 2004, FBO has championed a strong and equitable public education system through the Chalkboard Project. Working in partnership with community, policymakers, and philanthropy, Chalkboard Project is using the power of advocacy, convening, research, and storytelling to ensure every child in Oregon has the opportunity to learn, grow, and thrive. Our statewide efforts have advanced significant legislation; kindled shared learning through data and research; and amplified the voices and ideas of students, families, educators, and communities.

### Work Environment

FBO/Chalkboard is a small, fast-paced, highly engaged work environment with partners and collaborations that extend across Oregon. We strive to communicate effectively and respectfully within the context of varying beliefs, orientations, identities, and cultural backgrounds. We value personal growth, courageous communication, honest reflection, and promote a willingness to change for continuous improvement and growth.

### Using Data & Research to Understand and Address Inequities

FBO/Chalkboard is committed to examining the root causes of inequity for Oregon's children and challenging the structures and forces that are causing unacceptable disparities across learning systems. To this end, we strive to broaden notions about what data is important; improve the quality of, and expand access to, data; and ensure that communities are authentically engaged in the planning, collection, interpretation, and dissemination of findings. We envision leading with community-based research principles and using a wide array of traditional and non-traditional data about the experiences of children and families to identify trends and correlations, test assumptions, shift understanding, and ultimately spark meaningful change. Our goal is to collaboratively produce and amplify research that informs policies and practices at the state, local, and programmatic levels, and advances how Oregon ensures every child has the opportunity to learn, grow, and thrive.

## **Position Description**

In this newly developed role, FBO/Chalkboard seeks a teammate who can help design the organization's approach to research and data. The position calls for a strengths-based, cross-sector, equity-focused thinker who possesses cultural agility and is passionate about co-designing and conducting research with community partners to advance system change strategies to benefit children and families.

We seek a professional with a strong foundation in mixed-methods research and design and a deep belief in community as experts in solving the state's most intractable challenges. The ideal candidate will have experience with quantitative, qualitative, and community-based participatory research methods in sociology, social or cultural psychology, economics, education studies, or an interdisciplinary set of social science fields, and be deeply committed to social justice, particularly in context of supporting children to learn.

The successful candidate will have the ability to work as part of a dynamic team in multiethnic, multicultural environments; effectively communicate research values and data findings to various audiences; and uphold FBO/Chalkboard's commitment to the principles of authentic engagement, inclusive policymaking, and the public good.

## **Required Skills & Qualifications**

- Five years of experience as a researcher or data analyst.
- Two years of experience managing research projects, including coordinating with diverse stakeholders on data collection, analysis, and dissemination.
- Multicultural intelligence and an appreciation and respect for diverse communities and sovereign nations across Oregon.
- Experience interfacing with community-based organizations; policymakers; civic, business, and philanthropic leaders; and familiarity with the Oregon context.
- Experience with statistical analysis software (like SPSS).

## **Essential Duties & Responsibilities**

### **Co-Design Research Agenda & Manage Research Projects**

- Build relationships and collaborate with organization directors and partners on the development of research priorities and related strategies.
- Draft detailed research project proposals, including outlining the scope of projects and any necessary resources and capacity.
- Co-develop research and evaluation plans, logic models, and data collection instruments.
- Build and manage teams, including consultant experts, institutional partners, and staff.
- Produce clear status reports and maintain regular communications with organization team members and partner organizations regarding project progress.

### **Collect & Co-Analyze Research & Evaluation Data**

- Coordinate and conduct data collection, including but not limited to place-based work around the state of Oregon (i.e. interviews, focus groups).
- Provide initial quality control and quality assurance activities.
- Organize, clean, code, and perform basic analysis of quantitative and qualitative data.

### **Report & Collaboratively Disseminate Research Findings**

- Co-develop research and evaluation findings, including recommendations.
- Write research and evaluation reports for multiple audiences.
- Present research and study findings to partners and broadly to the public through speaking engagements, conference presentations, and publications.
- Understand and effectively communicate the strategic and political implications of findings.

### **General Attributes & Skills**

- A curious learner with the readiness to continuously adapt and grow.
- Ability to provide and receive constructive and regular feedback.
- Strong listener with ability to develop authentic, trusting professional relationships.
- Ability to analyze and define a problem, evaluate alternatives and find a solution.
- Ability to share information, delegate responsibility, and coach team members.
- Ability to manage competing priorities and work under pressure.
- Sense of perspective and humor.

### **Foundations for a Better Oregon/Chalkboard Project is an Equal Opportunity Employer**

We are committed to providing an environment that is free from discrimination and harassment with respect to race, color, ethnic background, religion, gender, age, socioeconomic status, sex, sexual orientation, political beliefs, affiliations, disability, or marital or veteran status.

### **Compensation and Benefits**

- Annual salary between \$76,000-\$86,000
- Medical and dental coverage
- 401(k) Retirement Savings Plan with qualified match and contribution
- Section 125 Flexible Benefits Plan
- Transportation stipend (\$100/month)
- Generous paid time off, sick leave, and holidays
- Flexible work environment (including remote work as circumstances require)

### **Application Process**

Please email resume, cover letter, and your responses to the following supplemental questions to [careers@chalkboardproject.org](mailto:careers@chalkboardproject.org) by noon on May 8, 2020.

### **Supplemental Questions**

Each response should be 200 words or less.

1. FBO/Chalkboard is building our data and research strategy and functions with an eye toward shared learning, policy development, and systemic impact. This work requires flexibility and a sense of possibility in a dynamic environment. Can you describe your relationship to innovation, disruption, and change?
2. We strive to ensure that communities are authentically engaged in the planning, collection, interpretation, and dissemination of research. What is your experience engaging with sovereign tribal nations and diverse communities?
3. What responsibilities (if any) listed in the job description would you feel are a challenge or an opportunity for you to grow your skill set?