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## Director of Research and Analytics Job Description

**Position Title:** Director of Research and Analytics

**Position:** Full-time, exempt

**Reports to:** ROC the Future Director

**Compensation:** \$70,000 to \$80,000, commensurate with experience. Generous benefits include health, dental, paid time off, retirement with organizational match, and flexible workplace.

**About the Children's Agenda:** The Children's Agenda (TCA) advocates for effective policies and drives evidence-based solutions for the health, education and success of children. We are especially committed to children who are vulnerable because of poverty, racism, health disparities and trauma. TCA provides backbone organizational support for ROC the Future.

**About ROC the Future:** ROC the Future (RTF) is a collaborative, community-wide initiative dedicated to ensuring that all children receive the opportunities and support they need—from birth to career—to succeed in school and throughout life. ROC the Future is part of the nationally recognized framework, [StriveTogether](#), dedicated to building strong civic infrastructure that supports improvement in student outcomes through collective impact. More at <http://rocthefuture.org/>

**POSITION OVERVIEW:** The Director of Research and Analytics is responsible for leading and planning across ROC the Future (RTF) to promote Results Based Accountability and data-based decision-making and action in support of the RTF Outcomes Framework. The Director of Research and Analytics will establish cooperative and collaborative research relationships, set a research agenda that addresses RTF and partner goals, and develop a scorecard and dashboard for the ROC the Future Alliance.

### **KEY RESPONSIBILITIES:**

- Develop a robust scorecard and data management plan for the purposes of aligning and tracking student level interventions, monitoring performance accountability and measurement, and improving core community-wide outcomes within ROC the Future.
- Manage the array of core community outcomes, process indicators and factors, and measurements; identify specific goals/targets for each outcome on the cradle to career continuum.
- Utilizing Results Based Accountability, support ROC the Future's outcome and strategy teams by identifying and anticipating data needs, building solutions, and using data to guide decision making and strategy.
- Work with the Outcome and Strategy Teams, and Collaborative Action Networks (CANs) to assess data/reporting needs while utilizing a system for continuous feedback loops to ensure alignment & impact; foster a sense of ownership of community-level outcomes by RTF partners.
- Collect, analyze and use race and ethnicity data whenever possible, in order to reduce the impact of "difference" (race, gender, zip code, class, etc.) on outcomes and opportunities for vulnerable children.
- Actively engage key partners to increase access/opportunities to share disaggregated student-level data to support outcomes.
- Partner with RTF's Communications Specialist, to develop and/or identify opportunities to share relevant data with the community.
- Respond to data requests from internal and external stakeholders.
- Provide staffing support and meeting management for RTF's Data Advisory Team (DAT), a group charged to advise and monitor high-level strategies and best practices around data, analytics, and research as they relate to organizational goals.

TCA organizational integration:

- Actively coordinate and partner with TCA team members on all key issues affecting children and youth;
- Attend bi-monthly organizational team meetings and occasional TCA team events (such as retreats and team work on advancing race, equity, and inclusion internally and externally).

Other duties as assigned.

**EDUCATION AND EXPERIENCE:**

This position requires experience that is typically developed through an advanced degree in the social sciences with a statistics or quantitative focus. Demonstrated experience presenting complex statistical information in ways that non-technical stakeholders, partners, and staff will understand. Must have a sound working knowledge of quantitative and qualitative educational research methods, and Results Based Accountability.

**REQUIRED SKILLS AND CHARACTERISTICS:**

- A demonstrated motivation and passion for improving educational outcomes of urban students.
- Experience with experimental and quasi-experimental design, regression analysis, and predictive modeling
- Ability to use open source statistical software such as R, and to learn new tools as needed.
- Ability to effectively communicate data verbally, visually, and in writing to different audiences.
- Experience using data visualization tools such as Microsoft Power BI and Tableau and relational database query tools such as Access or SQL is desirable.
- Effective analytical and educational problem solving skills.
- Relevant teaching and publication experience.
- Must be a team player who is responsive to and supportive of the needs of others.
- Holds an active NYS Driver's License and has reliable, available transportation.

**THE CHILDREN'S AGENDA, INC.  
IS AN EQUAL OPPORTUNITY EMPLOYER**

**v. 10/2018**