

# NONPROFIT KNOWLEDGE WORKS

Official Home of The Data Center

## Program Manager

At The Data Center, we believe decisionmaking improves with access to high-quality, relevant, and timely data and information. But providing data and information is just one part of the equation. Our secondary goal is to build the capacity of organizations and individuals to use data as a basis for strategic planning and action. We are seeking a Program Manager who can empower informed decisionmaking and enable iterative cycles of analysis, learning, and impact.

### Position Summary:

The Program Manager will focus on research activities dedicated to [youth](#) and following up on the widely successful [New Orleans Youth Index](#). This position will be responsible for developing and identifying future youth research concepts in collaboration with internal and external stakeholders, in addition to supporting the data and analysis components of an education “dashboard,” which we support.

The successful candidate will also support a new initiative at The Data Center, the IMPACT Fellowship: Improving Measures & Practices through Action, Coaching, and Training. The IMPACT Fellowship is a training program to build capacity of organizations and individuals through improvements in data literacy to enhance programmatic impact. This initiative is currently in development; as such, the Program Manager will need to ensure successful launch and execution of a pilot, as well as solidify the long-term vision for the program.

Given these responsibilities, we are looking for a candidate who can handle oversight of the implementation of activities and deliverables, as well as help to set priorities, monitor budgets, manage marketing and advertising messages, give presentations to external clients, and aid in fund development activities. The Program Manager is a valuable member of The Data Center and will work closely with the Research team, the Data Analytics team, and the Leadership team.

### Essential Functions:

- Functions as liaison between partnerships of key stakeholders representing youth and education sectors and service programs that serve to stabilize and develop opportunities for youth, children, and families in the Greater New Orleans region.
- Develops or secures expertise, as needed, to execute data analysis projects, including overseeing the work of outside partners.
- Identifies empirical trends and implications on topics to be incorporated into published materials.
- Articulates and develops research questions and applies research methods, with a focus on youth and education.
- Authors or co-authors research reports targeted to education and youth stakeholders and suitable for a general audience of local, state, and national decisionmakers.
- Provides general research assistance, review, and editing support, as needed, on other colleagues' research.
- Creates and conducts audience-appropriate presentations on complex issues.

- Assists with fostering and maintaining relationships with key stakeholders, including civic organizations, business leaders, elected leaders, and government agencies.
- Analyzes training needs of stakeholders and works with subject matter experts to provide input for course content. Works to ensure course curriculum is current and relevant to needs.
- Facilitates development and implementation of curriculum, including core course offerings, descriptions, and timeline.
- Manages participant outreach and selection, and programmatic activities.
- Oversees formative and summative program evaluations.

#### **Qualifications:**

- The minimum educational requirement is a bachelor's degree from an accredited four-year college or institution. A graduate degree is preferred and may substitute for two years of experience. A PhD would be considered ideal.
- 5 years of experience in **one or a combination of** the following:
  - Experience managing youth-related projects or programs in nonprofit, education, or other related setting.
  - Experience with program management or program evaluation.
  - Experience in curriculum development, instructional design, or training program design.
  - Research experience, which may include authoring publications or working in partnership with subject matter experts to publish research.

#### **Salary and Benefits:**

The Data Center is seeking an applicant who will join our team in the role of Program Manager. This is a full-time, salaried position. The starting annual salary for this position will be commensurate with the candidate's qualifications and experience. Additional benefits include flexible work hours; 100% employer-covered health, dental, and life insurance; a generous retirement and vacation package; a commitment to professional development; a commitment to diversity; and a fun, dynamic, and rewarding work environment that embodies trust, encourages constructive inquiry, and cares about New Orleans and the collective prosperity of the region. If you are selected for this job, you'll join an objective, thorough, and reliable team of individuals that strives to be welcoming and responsive to the needs of our community and one another.

#### **To Apply:**

Applicants should email the following to **info@datacenterresearch.org**:

1. A cover letter describing your interest in the position, relevant experience, and career goals;
2. A current resume, including educational background and relevant skills;
3. Name and contact information for three professional references.

Please use "**Program Manager**" as the subject line for your emailed submission. Deadline to submit application materials is **Monday, January 28, 2019**. No phone calls please.

The Data Center is an equal opportunity employer committed to creating a diverse workforce and promoting an environment free of discrimination. We do not and will not discriminate in employment and personnel practices on the basis of race, religion, color, sex, national origin, age, sexual orientation, gender identity, disability, veteran status, or any other basis prohibited by applicable law.