Law and Civics Reading and Writing Institute

Director of Research

Employment Categories: Consultant/Visiting Fellow

Institute Overview

Founded in 2010, Law and Civics Reading and Writing Institute (LCRWI) is a solution-based, independent education think tank that conducts multidisciplinary research, application, evaluation and advocacy on how children learn, birth through adolescence. Our non-partisan think tank is especially committed to exploring this issue from the real-life experiences of our most vulnerable children of color who have been placed at risk due to a host of circumstances. We use our own, and child and youth development research from other institutes, to support schools, teachers, administrators, mentors, community residents, and policymakers; providing best practices and common-sense solutions to educational challenges facing underserved children, their families, and communities.

Position Overview and Description

The Director of Research will be a member of our Senior Management Team, reporting to the President/CEO, Chief Program Officer, and Chief Operating Officer. The director must have a passion for the unique mission and vision of LCRWI. He/she must also be a visionary leader with the progressive leadership experiences and skills needed to successfully guide LCRWI through early stages of research growth and change. One of our core research value is the importance of integrating the voices, ideas, and opinions of community individuals and groups in all levels of scientific research and analysis seeking place-based, actionable, transformative, and sustainable education solutions. The Institute also believes when seeking to support the learning of our most vulnerable children of color we should “support adults first” with our best practices information. Finally, we are seriously invested in research evaluation, particularly in evaluating programs and interventions intended to improve the outcomes of low-income children, families, and communities.

Responsibilities Include:

General:

- Contribute to planning and management that advances a shared vision and strategy for the success of the organization as a whole – today and in the future.
- Actively engage in LCRWI-wide thinking, planning, and problem-solving.
- Connect relevant Institute staff to cross-institution teams working on new initiatives (e.g., capacity building initiative, teacher/mentor professional development initiatives, local and
national funder development projects, IT modernization) and provide the support they need to represent the Institute effectively.

- Maintain and enhance the Institute’s reputation for technical sophistication, rigor, community-involvement research, and independence.
- Lead the Institute in framing a forward-looking agenda of basic, secondary, community-involvement and policy education research – building on current areas of education expertise but expanding to address issues of emerging importance regarding underserved children, families and communities of color.
- Produce timely analysis (including policy briefs, fact sheets, and other products) that responds to current events (including community education events) in the news cycle.

**Internal Management:**

- Oversee and is accountable for the day-to-day management of project budgets and schedules, internal controls and reporting, and use of institutional resources.
- Ensure that the research division meets contract and grant obligations on time and within budget.

**Networking:**

- Systematically reach out and build relationships with diverse audiences, including grassroots advocates and community residents, academics, media, policymakers, educators, school leaders, teacher unions, school boards, administrators, school superintendents, faith-based and business leaders.
- Empower and encourage LCRWI’s community board and staff to publicly represent the Institute’s work to a variety of audiences, helping to make them available for interviews and other relationship cultivation activities.
- Work with communications and outreach staff to identify and engage new audiences (including early identification of products and events).

**Resource Development:**

- Responsible for planning and coordinating the division’s fundraising activities to maintain a diverse and healthy portfolio of funding sources.
- Manage and sustain good relationships with funders, guide bidding strategies, and develop and promote new funding proposals.
- Encourage and support collaboration with other research institutes on cross-cutting idea development and fundraising strategies.

**Staff Mentoring and Recruitment:**

- Responsible for building a well-qualified and effective team of relevant subject-matter researchers, community researchers, and other professionals so that together the Institute has the
research, policy, communication, and support skills necessary to sustain the Institute’s success into the future.

- Support the professional development and morale of existing staff at all levels, including through mentoring and by providing training and skill-building opportunities.
- Foster a sense of community and belonging to both the research division and the Institute as a whole.

Requirements

- A combination of the quantitative, qualitative, analytical, communication and writing skills, relevant substantive knowledge, and social policy research experience needed to perform the community-involvement research responsibilities and expectations described above.
- Education: Doctoral degree (Ph. D.) or equivalent;
- Experience: Six to ten years related experience and/or training; or equivalent combination of education and experience. Experience with think tanks and/or education research institutions highly recommended;
- Experience in promoting equity and inclusion in education.
- Experience in the field of early childhood, education psychology, brain-based, culture and learning are highly desired.

LCRWI is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.

For more information, visit www.lcrwi.org. To apply for this position, please send all resumes to jobs@lcrwi.org.