

Associate Director of Education

Position Summary

The essential functions of this position include implementing research and evaluation and technical assistance studies, managing qualitative and quantitative data collection, contributing to proposal efforts and other business development activities, communicating with clients, and preparing final reports and briefings. This candidate will work with our Vice-President for Education in helping support and develop the vision and strategic direction of our Education division. **Candidates must have a proven history working with Federal clients (though work with foundations, states, and districts are also valued).** Candidates should have a minimum of six years of experience directing large-scale research studies and experience leading and writing successful proposals in response to federal solicitations

Responsibilities

- ▶ Develop new business through contacts and responses to solicitations
- ▶ Design and direct methodologically robust research and evaluation studies
- ▶ Manage team members and tasks to keep projects on schedule and within budget
- ▶ Mentor junior staff to help them further their skills, knowledge, and experience
- ▶ Ensure accuracy and high quality of deliverables and contribute to the creation of innovative products
- ▶ Collaborate with other senior leadership team members to identify business opportunities

Education

- ▶ Ph.D. in a social science field and eight years' experience or Master's degree and ten years of experience

Qualifications

- ▶ Demonstrated ability to contribute to a research and technical assistance agenda
- ▶ Demonstrated ability to win contracts or grants
- ▶ Understanding of national education priorities, education reform, and emerging areas of interest
- ▶ Experience working with education stakeholders at the local, state, and national level
- ▶ Experience directing large-scale research/evaluation projects using rigorous designs such as Sequential Multiple Assignment Randomized Trials (SMART), cluster randomized controlled trials, and quasi-experimental designs
- ▶ Experience in quantitative and qualitative data collection (e.g., surveys, interviews, focus groups, observations, student assessments)
- ▶ Experience developing logic models, research questions, and relevant indicators for performance measurement

- ▶ Demonstrated subject matter expertise in issues related to teacher preparation, teacher effectiveness, teacher quality, college and career readiness, career and technical education, or early childhood and family support
- ▶ Strong organizational skills with demonstrated ability to lead others, work independently, and support the success of the team
- ▶ Ability to effectively prioritize and manage competing deadlines
- ▶ Excellent written and verbal communication skills
- ▶ Demonstrated ability to produce high impact reports

Contact

EEO: All candidates will be considered without regard to race, color, religion, sexual orientation, national origin, age, disability, or genetic information.

Contact: Send resume/curriculum vitae and a writing sample via email, fax, or postal mail to—

Lashawn Richburg-Hayes, Ph.D. Vice President, Education
Insight Policy Research, Inc.
1901 North Moore Street, Suite 1100
Arlington, VA 22209
Email: lrichburg-hayes@insightpolicyresearch.com
Fax: 703.504.9481