

## **EC\*REACH Deputy Director at IPR, Northwestern**

### **JOB DESCRIPTION:**

The Institute for Policy Research (IPR) at Northwestern is hiring a **Deputy Director** for the Early Childhood Research Alliance of Chicago (EC\*REACH).

The **Deputy Director** will play a critical role in advancing EC\*REACH's mission by supporting strategy development, overseeing day-to-day operations, and ensuring the effective execution of research, data, and community engagement activities. The Deputy Director will help lead and operationalize the following three main goals of EC\*REACH: (1) conduct and support rigorous and relevant early childhood research to inform decision making; (2) harness data for research; and (3) convene and connect the broader community to build capacity.

The Deputy Director will work under the direction of EC\*REACH Faculty Co-Directors (Drs. Terri Sabol and Diane Schanzenbach) at IPR and in collaboration with key partners and stakeholders outside of the university to implement EC\*REACH's research agenda and mission.

### **Key Responsibilities include:**

#### *Leadership and Management:*

- Build and sustain strong working relationships with Early Childhood Education (ECE) stakeholders, including governmental agencies, foundations, local organizations and the University
- Support Faculty Directors in advancing the EC\*REACH research agenda in collaboration with the EC\*REACH Alliance Council
- Coordinate with the EC\*REACH Advisory Board Chair and support preparation for and facilitation of board meetings
- Assist in identifying funding opportunities and contribute to grant proposal development and reporting
- Oversee day-to-day operations, including project management, budgeting, reporting requirements, and supervision of EC\*REACH staff, and support strategic planning efforts

#### *Research:*

- Support the development and launch of new research projects with researchers inside and outside the University

- Contribute to the conception, development, and writing of funding proposals and, as appropriate, serve as project lead
- Coordinate teams of researchers and staff to ensure project milestones are met
- Participate in qualitative and/or quantitative data collection and analysis
- Maintain and support data-sharing agreements with key partner agencies

*Communication and Outreach:*

- Support the development and implementation of EC\*REACH's communications and public informing strategy
- Serve as a liaison to key stakeholders and alliances
- Help convene and support EC\*REACH meetings, learning sessions, and public events
- Represent EC\*REACH in local and national networks and professional organizations
- Co-author reports, policy briefs, and academic publications and present findings to academic, policy, and community audiences as appropriate

**Qualifications:**

- A Ph.D. or Ed.D. in a social science discipline or education is required;
- Prior experience in education research and evaluation, including staff or project management experience;
- Proficiency with quantitative and/or qualitative analysis in applied research and evaluation, as demonstrated by publications and public presentations;
- Demonstrated ability in developing and sustaining strong relationships in Chicago or elsewhere (among agencies, school district, and practitioners) with a strong commitment to research-practice partnerships; and
- Applicants must reside in the Chicagoland area.

Applicants should submit electronically a cover letter and CV/resume to Isabel Farrar at [isabel.farrar@northwestern.edu](mailto:isabel.farrar@northwestern.edu) (address cover letter to Associate Professor Terri Sabol).

Applicants will be reviewed on a rolling basis until the position is filled. Northwestern University is an Equal Opportunity, Affirmative Action employer. Hiring is contingent upon eligibility to work in the United States. Northwestern University is located in an attractive lakefront community adjacent to Chicago. For more information about the Institute for Policy Research, go to <https://www.ipr.northwestern.edu/>