Job Title	Associate Research Director
PVN ID	VB-1908-003212
Category	Research
Location	OFFICE OF SR VC-BUDGET, FINANCE & FISCAL POLICY
Department	CUNY Institute for State and Local Gover
Status	Full Time
Annual Salary	$110,000.00 - $130,000.00
Hour(s) a Week	35
Closing Date	Jan 02, 2020 (Or Until Filled)

General Description

CUNY Institute for State and Local Governance (ISLG): Overview

ISLG is an institute within the City University of New York. The Institute's mission is to help achieve improvements in the financing, delivery, and measurement of critical public services by assisting current and future leaders in government, non-profit organizations, and the private sector, in the U.S. and internationally, by offering research, technical assistance, and education and training. The Institute's director, Michael Jacobson, previously served as New York City's Probation and Correction Commissioner and president of the Vera Institute of Justice.

Position Description

ISLG is hiring an Associate Research Director to oversee a portfolio of projects and work with the Research Director to build the Institute's broader research agenda. The projects will be concentrated in criminal justice, though they may include work in other policy areas as well. With respect to the nature of the work, it will involve some combination of quantitative and qualitative analysis, performance measurement, data visualization, program and policy evaluation, grants management, and technical assistance around data capacity-building. The Associate Research Director will be responsible for developing and managing research activities in these different areas, as well as managing project staff who are carrying them out. The Associate Research Director will also be responsible for developing and fundraising for new research work that aligns with the Institute's mission and focus.

The Associate Research Director will report to the Research Director and will work closely with other project staff on project activities.

Responsibilities

The Associate Research Director will be responsible for the following specific tasks:

- Working with the Research Director and other Associate Director to develop and manage research work and staff across the Institute, including:

- Identifying and building new areas of work and funding sources
- Building a research department agenda and strategic plan
- Managing staff workloads
- Planning professional development activities
- Developing research protocols and policies
- Strategizing ways to communicate and disseminate ISLG's research work
- Developing research projects and/or initiatives, including design and data collection parameters, and engagement of government, community, and other partners
- Overseeing and managing the substantive, methodological, and administrative aspects of research projects, including:
  - Oversight of contracts and grant agreements
- Development of work plans and processes
- Management of timelines
- Ensuring the integrity and quality of research activities and deliverables
- Supervision of project staff
- Coordination and collaboration with external partners
- Budget management
- Ensuring that research is carried out in accordance with Human Subjects protocols
- Building and managing relationships with research, policy, government, community, philanthropy, and/or other partners
- Planning and facilitating meetings with partners
- Writing research and policy reports, memos, and briefs
- Developing other research and policy resources
- Translating research findings into policy, practice, and operational implications
- Presenting research and/or policy findings to a variety of audiences, including researchers, practitioners, and funders, in a manner that is accessible

This position will involve some—though not extensive—travel. It is critical that this person be based at ISLG's New York City office.

Other Duties

Qualifications

- PhD in criminal justice/criminology, sociology, psychology, public administration, public health, social work or related fields (ABD and/or M.A. with extensive research and policy experience will also be considered)
- Extensive experience (7 years or more) developing and managing rigorous research projects in a policy setting—preferably research projects of a significant scale/scope
- Extensive experience supervising staff
- Substantial experience carrying out or managing projects involving some combination of the following:
  - Performance measurement
  - Collecting and working with administrative data, particularly data from criminal justice agencies

- Quantitative data management and analysis, including cleaning, coding, merging, and analyzing large and complex quantitative data files
- Policy or program evaluation
- Qualitative data collection (focus groups, observations) and coding analysis
- The development and administration of surveys
- Systematic social observations
- Data visualization
- Technical assistance
- Strong background in criminal justice or another related public policy area (public health, education, fiscal policy)
- Strong critical thinking skills
- An ability to translate policy and practice questions into research and analysis needs; and analytical and research findings into policy and practice recommendations
- Excellent oral and written communication skills, with the ability to convey complex research findings to broader audiences, and to develop clear, visually-compelling reports for government, non-profit, and private sector partners
- Exceptional interpersonal skills with the ability to create and maintain excellent working relationships with government, community, and other non-research partners
- A strong commitment to accuracy and attention to detail
- Ability to work on a team, as well as independently
- A promising research record, including a record for successful proposal development and/or peer-reviewed publications, is a plus
- Experience managing research and/or policy work at a broader scale (e.g. a research department or center) is a plus

This is a full-time position with excellent benefits and is located in New York City. Salary range: $110,000–$130,000, depending on research skills and level of experience.

How to Apply

To apply, please visit rfcuny.org. You will need to submit a cover letter describing your qualifications and interests and attach your curriculum vitae. Questions can be addressed to info@islg.cuny.edu.

 Application review will commence immediately and continue until the position is filled.

The CUNY Institute for State and Local Governance and the Research Foundation of the City University of New York are an Affirmative Action/Equal Opportunity/Americans with Disabilities Act/Protected Veterans Status/ E-Verify Employer