

## **EC-REACH Executive Director**

### JOB DESCRIPTION:

The Institute for Policy Research (IPR) at Northwestern is hiring the **Executive Director** for the Early Childhood Research Alliance of Chicago (EC-REACH). EC-REACH aims to unite diverse partners to co-construct and conduct action-oriented research that promotes equitable solutions for early childhood policy and practice in Chicago. IPR is the home institution for EC-REACH. The Executive Director will oversee the following three main goals of EC-REACH:

1. convene diverse partners and collaborators to unite Chicago's research and evaluation initiatives across sectors, agencies, and institutions and facilitate alignment with city- and state-wide efforts;
2. catalyze and support robust and research-practice partnerships that produce research and evaluation that is rigorous, relevant, and timely to enhance early childhood systems, policies, and programs in Chicago; and
3. communicate research and evaluation findings with Chicago policymakers, program leaders, families, and community members in an accessible and transparent manner.

The Executive Director will work directly with Faculty Directors at IPR as well as key partners and stakeholders outside of the university (e.g., EC-REACH Steering Committee, Alliance Partners; Research Advisory Council; Northern Illinois University's (NIU) Research Data Collaborative) to develop and implement EC-REACH's research agenda and mission.

The Executive Director also is responsible for identifying funding sources, cultivating relationships with foundations and funders, and developing grant proposals to support the research and public informing agenda. This is a full time benefit eligible research faculty position at the assistant or associate research professor level.

### RESPONSIBILITIES:

#### *Leadership and Management:*

- Build strong relationships with ECE stakeholders, including governmental agencies, foundations, local organizations and the University;
- Collaborate with the EC-REACH Research Advisory Council to establish research agenda;
- Identify funding opportunities and develop grant proposals; and
- Manage day-to-day operations, finances, strategic planning, grant reporting, and EC-REACH staff.

### *Research:*

- Catalyze new research projects with researchers inside and outside the University that are responsive to Chicago's most pressing questions;
- Conceive, develop, write funding proposals, and lead research studies as Principal Investigator;
- Organize and direct a group of researchers and staff in achieving project goals within deadlines;
- Oversee construction of datasets, maintenance of data security, and archiving data;
- Carry out qualitative and/or quantitative data collection and analysis in coordination with the EC-REACH Steering Committee;
- Work with research staff to coordinate projects; ensure the effective completion of assignments by following protocols, and accurately documenting research findings and progress; and
- Maintain continuing agreements with lead agencies (e.g., CE-CIDS, Chicago Public Schools) regarding data requests and data sharing.

### *Communication and Outreach:*

- Formulate and drive EC-REACH communications and public informing strategy;
- Serve as key liaison with all key stakeholders and alliances (EC-REACH Steering Committee, Alliance Partners; Research Advisory Council; Northern Illinois University's (NIU) Research Data Collaborative);
- Convene and lead EC-REACH meetings and events;
- Participate as an active member in national organizations;
- Supervise research staff to produce policy reports and articles and disseminate across a broad range of audiences; and
- Author, co-author, publish, and present findings to a community of scholars in the field, utilizing professional publications, colloquia, symposia, reports, demonstrations, performances, etc. consistent with the scope and nature of the project and the requirements of the sponsor.

Applicants must have: a Ph.D. or Ed.D. in a social science discipline or education; at least five years leadership experience managing staff in an education research and evaluation setting; proficiency with quantitative and qualitative analysis in applied educational 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) is required.

Applicants should submit electronically a cover letter and CV/resume to Hope Salvador [hope.salvador@northwestern.edu](mailto:hope.salvador@northwestern.edu) by the extended deadline of **February 15, 2023** (address the cover letter to Associate Professor Terri Sabol). Applicants are strongly encouraged to submit their materials before that date. Members of historically under-represented groups are strongly urged to apply.

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/>