



## **Position Title: Associate Director of Early Childhood Education**

### **Research**

#### **About Children First**

Children First is dedicated to improving the lives and life chances of children through research, people power, and coalition building that creates the momentum for reform of public policies to enable more children to grow up healthy, well-educated, and ready to take the reins of their communities.

#### **Position Summary**

The Associate Director of Early Childhood Education Research will report to and work collaboratively with the ECE Policy Director on original research products designed to persuade and elevate the policy agenda of Children First, in service of supporting mobilization efforts.

#### **Key Duties**

- Support the ECE Policy Director in steering Children First's ECE research agenda, including but not limited to brainstorming ideas for persuasive research projects and papers, monitoring trends, analyzing data, authoring and publishing a minimum of three research products a year, and using published research to mobilize Children First's network of advocates and stakeholders.
- Organize and execute research activities related to Children First's ECE 5-year strategic plan, including developing research products with specific timelines to meet the goals and objectives of the plan.
- Conceptualize and execute special ECE research projects and support grant proposals and reports by conducting both original and background research, including literature reviews, and analyzing focus groups and key informant interviews.
- Contribute to grant writing and funder relationships management, assure grant objectives are met according to schedule.
- Chair the Research, Data, and Policy (RDP) committee meeting of the Start Strong/Pre-K for PA coalition on behalf of Children First. This includes developing agendas, taking attendance, facilitating discussions, taking minutes, and executing any needed follow-up.
- Represent, attend, and participate in ECE committee meetings, in addition to other community partner meetings.

- Assist the ECE Policy Director in organizing and integrating data-driven research into events such as legislative briefings and hearings, roundtable discussions with business and grassroots partners, and press conferences.
- Attend weekly ECE team meetings and help facilitate the meeting with the ECE Policy Director.
- Support and mentor junior staff in the development of their research and data analysis skills.
- Provide guidance to senior staff to meet the research needs of the organization.
- Work with the Communications Director and the Executive Director as requested to generate novel data analysis as needed.

**Qualifications, Education, Experience & Skills:**

- Deep understanding of the research process, including excellent writing skills, selection of analytic strategy, merging and transforming datasets, variable manipulation, and analysis with Excel, as well as understanding of advanced statistical software, such as R, STATA, or SAS.
- Superior communication and writing skills that build trust among partners and facilitate the development and fostering of healthy working relationships.
- Team player, able to coordinate, negotiate, manage, and work with coworkers of all levels.
- Program management skills, including process management, data tracking, and reporting.
- Minimum 5 years of experience working in a non-profit/advocacy/community service field, can be an unpaid internship experience. Experience working on ECE policy preferred.
- Advanced degree in human services, social work, public policy, or related field required.
- Ability to work occasional weekend or evening events.
- Passionate commitment to improving the lives of young children.
- A track record of successful and positive engagements with community members.

**Location:** Candidates should be local to the Philadelphia area and be willing to travel for work-related events, including but not limited to trips to Harrisburg and the collar counties around Philadelphia. Access to a car is required.

**Supervisor:** Associate Director will report directly to the Early Childhood Education Policy Director.

**Compensation:** \$95,000 per year, and a generous benefits package, including health care insurance coverage for the employee and their children.

**Apply:** Please email a resume, cover letter, and short writing sample in one document to [info@childrenfirstpa.org](mailto:info@childrenfirstpa.org)