Program Manager, Research
Position Description

About the Organization

Pivot Learning is a nonprofit organization of K-12 education experts working shoulder-to-shoulder with districts, schools, and state-level policymakers to address the biggest challenges they face. We partner with education leaders at all levels and provide them with the knowledge, skills, and support proven to strengthen educational systems and transform teaching and learning.

About the Position

We are currently seeking a Research Manager to join the Pivot team to work on a range of innovative projects designed to achieve our vision of all public schools providing our most underserved students with an outstanding education. The Research Manager will initially be responsible for supporting two workstreams: (1) a project focused on evaluating factors that predict school district impact on student outcomes; and (2) internal evaluation efforts.

The ideal candidate would be passionate about and committed to Pivot's mission, vision, and values. They should have solid project management, research, teamwork and communication skills (writing, listening, and speaking). The ideal candidate would have experience in or working with K-12 school districts and knowledge of K-12 education issues. They would have experience supporting data collection, research, and/or evaluation projects. They would have experience supporting general project operations. They would have strong interpersonal and customer service skills.

This is a full-time, Exempt position based out of Pivot's Oakland, CA office. Some car and plane travel to project sites will be required; project sites are located throughout California.

Key Responsibilities

- Collaborate with the research team and across the organization to increase and improve our evaluation efforts, to ensure that our programs are making the biggest, positive impact possible. Be primarily responsible for driving and successfully executing at least one high profile, high impact research-focused project.
- For projects in assigned portfolio, develop and manage a project plan for each project, and successfully execute on project plans, achieving major deliverables against set deadlines. Work with Senior Program Manager and Vice President to manage project resources.
- Lead regular (weekly) meetings of the project teams to ensure progress is being made, to troubleshoot, and make revisions to work moving forward.
- Develop and/or maintain productive relationships with Local Education Agency (LEA) partners to support successful collaboration with Pivot. This position will facilitate the involvement of LEAs in the research, including collecting data from LEAs, conducting interviews, surveys, etc.
- Develop and/or maintain productive relationships with all non-LEA or research partners, including other non-profits or other consulting organizations, professional associations, state and federal entities, etc.
- Collect quantitative data, including conducting online research about school districts, and reviewing school district budgets and program web surveys.
- Collect qualitative data: schedule, conduct, and/or take notes during interviews and focus groups.

- Conduct literature reviews.
- Contribute to the creation of research briefs, including contributing to reports, copy-editing deliverables, and designing visuals in Microsoft Excel and Word.
- Support day-to-day operations work with partners by managing invoices, expenses, MOUs, and contracts. Support with event scheduling and logistics to disseminate research briefs. Support internal project meetings or events, including project check-ins, internal trainings, etc. Support could include developing and/or revising content for the meetings or events, communicating about the meetings or events, managing logistics, taking notes, posting to social media, and supporting follow-up.
- Other duties as assigned.

Required Qualifications
- Familiarity with the K-12 education system in California.
- A commitment to the mission and vision of Pivot Learning and a desire to continually broaden and deepen the organization's impact.
- Project management skills, including the ability to prioritize, organize, and handle multiple tasks with a high level of attention to detail.
- Exceptional communication skills (writing, speaking, and listening).
- Experience and/or expertise collecting, organizing, managing, and analyzing data.
- Experience and/or expertise analyzing, synthesizing, and writing about data for diverse audiences.
- Enthusiasm for thinking about systemic, messy problems in education.
- Reliable, dependable, professional, and positive with high energy. A fast and enthusiastic learner.
- Dedication to learning and personal growth, and ability to learn new skills.
- Proficient in Excel, Word, PowerPoint and Excel (including familiarity with VLOOKUP and pivot tables). Proficient in online tools like Google Docs, Box, etc.
- Bachelor's degree required.

Ideal Qualifications
- Experience working in or closely with traditional K-12 school districts in California.
- Familiarity with publicly available education data released by the California Department of Education.
- Familiarity with Tableau.
- Familiarity with STATA or other statistical software.

Compensation and Benefits
Pivot Learning offers a competitive compensation package, including medical/dental/vision insurance, 403b, vacation leave, sick leave, and 15 paid holidays. Salary is commensurate with experience.

Application
If you would like to apply, please send your resume and a cover letter to resume@pivotlearning.org. Indicate the position title in the subject line of the email for the fastest consideration. In your cover letter, please comment on how your skills and experience are a good match for this position, and where you heard about this position.