



## **JOB ANNOUNCEMENT**

### **Research Manager**

**POSITION OVERVIEW:** The Research Manager will supervise staff, design and manage the Network's research projects, and assist in procuring grants for the Policy & Research Departments. In addition, the Research Manager plays a critical role in integrating data and producing collateral and publications to support the Network's advocacy, planning, and policy work, and to help fulfill our objectives to advance and advocate for an equitable early childhood support system that meets the needs of California's children and families. This position reports to the Director of Public Policy.

**LOCATION:** Remote (residing in California) or hybrid (San Francisco or Sacramento areas); Up to 15% travel

**SALARY:** \$75,000-\$100,000 annually (DOQ, Manager I or II); Full-time; Exempt

**BENEFITS:** Health, Dental and Vision Insurance, 403(b) retirement plan (employer contribution after 2 years), vacation and sick time, 11 paid holidays per calendar year plus Christmas Day to New Year's Day, connectivity stipend, home office setup stipend, annual cost-of-living-adjustments (COLA), family-friendly workplace.

#### **APPLICATION PROCESS:**

Phone screen > Interview #1 (Zoom) > Interview #2 (Zoom) > Reference Checks > Hire

To be considered, please submit to [jobs@rnnetwork.org](mailto:jobs@rnnetwork.org) a cover letter and resume that highlight your experience and strengths as they relate to the responsibilities and qualifications below. We also want to know what attracted you to this position, what motivates you, and your work style.

*Optional: Work sample, such as a white paper, research summary, data visualization, audio or video clip, etc.*

Note: Research suggests that qualified women, Black, Indigenous, and Persons of Color (BIPOC) may self-select out of opportunities if they don't meet 100% of the job requirements. We invite you to apply if you believe that your talents are a fit for the role and you feel alignment with the organization's values and mission, even if you don't meet every criterion below.

Apply by August 31 for priority consideration.

**JOB RESPONSIBILITIES:**

- Manage the Network's Data Standardization Project/Child Care Portfolio and R&R Impact Project.
- Oversee the collection, cleaning, and aggregation of local data on parents and child care providers, and impact evaluation data on local child care agencies.
- Design and implement qualitative research projects, including developing and facilitating focus groups, interviews, and surveys.
- Present research results and other child care information to the press, state agencies, legislators, partners, and the child care community.
- Provide technical assistance to member agencies on data collection.
- Collaborate with partners on various child care research initiatives.
- Produce high-quality reliable products that inform our members and the early care and education field of important child care issues.
- Work with the Policy team to incorporate research findings into the Network's policy development and advocacy work.
- Work with the Policy team and Executive Director to identify and apply for new funding for research opportunities and collaborations. Administer the department's budgets, contracts, sub-contracts, and grants.
- Supervise research department staff and project contractors.
- Participate in state and national research collaborations, task forces, and conferences.
- Provide research and evaluation services to other internal Network projects as needed.
- Adhere to anti-racist research methods and practices. Serve as a champion for research that includes and centers impacted communities at every stage of research design and execution.
- Ensure that data and research projects are properly designed, systematic, defensible, advance knowledge in the field, and valuable to end users (policy team, legislators, members, etc.).

**QUALIFICATIONS:**

- Academic or professional experience related to child care research, resource & referral data analysis, and/or human services program evaluation strongly preferred. Applicants with experience in related disciplines or professions may also be considered.
- Qualitative and quantitative research experience and social science methodological training required.
- Intermediate to advanced Excel skills required.
- ArcGIS, SAS, and R expertise preferred.
- Demonstrated expertise in collecting, cleaning, aggregating, analyzing and reporting data from multiple data sources.
- Experience with administering budgets, contracts, subcontracts, and grants.
- Analytical and strategic thinker. Demonstrated experience connecting research/data with advocacy, public policy analysis, and planning.

- Able to clearly and concisely communicate complex information to broad audiences in written and verbal formats. Creative abilities in disseminating research findings desired (ex: data visualization, infographics, geospatial mapping)
- Highly organized and strong communication skills, fluent in tools such as Slack, Google Suite, and Zoom.
- Excellent teamwork, supervisory, and project management skills.
- Multilingual language competence (oral and written fluency) preferred.

**ABOUT THE NETWORK:** The California Child Care Resource & Referral Network (Network) is a nationally recognized non-profit membership organization of local child care resource and referral agencies (R&Rs). For almost four decades, we have been a leader in understanding the demographics of the state, developing innovative partnerships with business and government, and helping our members respond to changing economic, social, and family needs. Along with our members, we raise a public voice for unmet child care needs at the local and state level. The Network has a unique and powerful role of listening to the varied needs of local communities and connecting this to policy advocacy. We partner with families, child care providers, members, and community leaders to ensure all children have the opportunity to learn and grow.

**ABOUT THE RESEARCH DEPARTMENT:** The Research Department leads a range of quantitative and qualitative research projects on various child care issues. These include our own data collection and analysis, such as the Data Standardization Project and the California Child Care Portfolio, a county-by-county and statewide report on child care supply, demand, and costs related to local and statewide demographics. This report assists national, state, and local policymakers, business leaders, health care professionals, educators, planning agencies, and child care advocacy organizations to address the child care needs of families in California. The Research Department also conducts data collection trainings and convenes member committees and workgroups related to research and data efforts.

*The California Child Care Resource & Referral Network is an equal opportunity, affirmative action employer.*