

## Associate Director, Research, Evaluation & Impact

### Overview:

The Leadership Academy (TLA) is a nationally-recognized 501(c)(3) nonprofit organization with a clear mission: We build the capacity of educational leaders, at every level of the system, to confront inequities and create the conditions necessary for all students to thrive. We support school and district leaders in using an equity lens to implement a vision, build strong school and district culture, set clear and high expectations, and develop and lead principals and teachers who ensure high-quality instruction and the opportunity for all students to be successful. For us, equity means **that every school and school system is intentionally built to ensure children of every race, ethnicity, language or other characteristics of their identity, have what they need to achieve academic, social, and emotional success.**

Our leadership development, coaching, and support build the capacity of individuals and systems, helping prevent leader turnover and create a bench of strong leaders. Since 2003, The Leadership Academy has worked with thousands of leaders in more than 200 school systems across 37 states, Washington, D.C., and two countries.

### Summary:

The Associate Director of Research, Evaluation and Impact will contribute to The Leadership Academy's goal to investigate and communicate the impact of the organization's work through the consistent collection and analysis of multiple sources of data.

Reporting to the Senior Director of Research, Evaluation and Impact, the Associate Director will manage databases, build surveys, analyze and summarize qualitative and quantitative data for internal program teams, pull trends for cross-program learning, and maintain and build efficiency across department systems. They will help the department continually improve and enhance our Salesforce and Qualtrics platforms.

The ideal candidate for this position thrives in a collaborative work environment, possesses a strong commitment to educational equity and professional growth and is ready, willing, and able to engage in dialogue about race to raise organizational awareness and support the building of an equitable and inclusive culture.

**Responsibilities:**

- Develop data collection instruments such as surveys and interview guides
- Support program teams in qualitative and quantitative data analysis and report writing
- Communicate evaluation and research results (in writing and verbally) to a wide audience with variable research experience and expertise
- Maintain Salesforce database, including regular data entry and clean-up
- Create and maintain custom fields, workflows and processes in Salesforce
- Build and maintain efficiency in department database and technology systems (Salesforce, Qualtrics)
- Perform other research tasks as assigned, including tasks related to the organization's new five-year strategic plan

**Required Qualifications:**

- Develop data collection instruments such as surveys and interview guides
- Bachelor's degree or greater with a strong focus on social science research methods (both qualitative and quantitative)
- Demonstrated ability to design data collection instruments
- Demonstrated ability to track and manage multiple sources and types of data
- Strong oral and written communication skills, including the ability to communicate effectively technical material to non-technical audiences
- Outstanding time management and interpersonal skills
- Demonstrated ability to problem-solve, prioritize, and manage multiple complex work streams
- Demonstrated ability to collaborate and work as an effective team member
- Demonstrated ability to manage projects from concept to completion
- Demonstrated ability to navigate ambiguity and meet targeted deadlines within short timeframes
- Fluency in key Microsoft Office applications (Word, Excel, Outlook, PowerPoint)

**Desired Qualifications:**

- Prior experience in a professional setting, ideally with a strong focus on data analysis, research, and analytical writing, or an equivalent combination of education and related work experience
- Experience working with Salesforce (or demonstrated ability to learn similar system)

**Salary & Benefits:**

The Leadership Academy offers a competitive salary of \$64,000 with comprehensive benefits including a generous paid time off package and employer funded health/dental/vision plans.

**Location:**

This position can be filled by a remote candidate, or in person at our headquarters. The Leadership Academy is conveniently located in Long Island City, Queens. Long Island City is located only minutes outside of Manhattan and is easily accessible via seven subway lines (7, E, G, & M), the Long Island Railroad, numerous bus lines and a ferry landing at Queens West providing service to Midtown, Lower Manhattan, and Brooklyn.

**Application Instructions:**

Qualified candidates may apply by emailing their resume, cover letter with salary requirements and all other applicable information to [jobs@leadershipacademy.org](mailto:jobs@leadershipacademy.org) with (job title (candidate name)) in the subject line.

We are interested in finding the best candidate for the job and we would encourage you to apply, even if you do not meet every one of our qualifications listed. If you are unsure whether you meet the qualifications of this position, please feel free to contact us to discuss your application.

The Leadership Academy is an Equal Opportunity Employer

*We believe that diversity within our staff contributes to our team's effectiveness to our overall success.*