

ASSOCIATE – DATA & POLICY

The Chicago Public Education Fund (The Fund) was founded in 2000 by civic, business and philanthropic leaders who believed that “better schools are everyone’s business.” This has never been truer than it is today. Fund grants – more than \$50 million to date – have a measurable, positive impact in schools and improve outcomes for students. The Fund remains committed to making Chicago the first city in the nation with world-class public schools for all. We currently work toward this vision by supporting programs, initiatives and organizations that train, support and retain outstanding principals citywide. We value collaboration, equity, excellence, innovation, integrity, and leadership. Please visit www.thefundchicago.org to learn more.

ROLE AND RESPONSIBILITIES

The Associate will report to the Director of Data & Policy and will be responsible for working with the Data & Policy Team to manage against a strategic plan to support and sustain efforts to ensure there are high quality school leaders in all of Chicago’s public schools.

The ideal candidate will have:

- An entrepreneurial attitude, a strong work ethic and a detail-oriented approach;
- Strong quantitative skills, including experience with data analysis, interpretation and presentation;
- Exceptional written and oral communication skills across a diverse set of audiences;
- Reasoned judgment and positive energy, including in high-stress situations;
- A track record of leadership (in professional or personal contexts); and
- A commitment to public education, and an interest in education policy.

Responsibilities for the Associate include, but are not limited to:

Research and Reporting

- Create reports, presentations and materials to share The Fund’s perspective on sustainable approaches for principal quality in Chicago, both internally and externally;
- Conduct analyses to identify trends, issues and themes that inform The Fund’s strategic priorities, support the interpretation and communication of research findings to a wide range of Fund stakeholders;
- Support Fund publications and other work by providing copy-editing, fact-checking and data quality reviews, as needed.

Data Analysis and Management

- Support the development of tools that will be used to collect data from a variety of stakeholders across The Fund’s work;
- Execute on ongoing data collection strategies and support The Fund’s analytic work, including updating and maintaining databases, cleaning and processing data, and performing analyses using a variety of techniques and approaches.

Policy Expertise and Strategy

- Conduct research and analysis regarding key policies and conditions that impact principal quality;
- Support senior leadership, as needed, in developing recommendations that influence The Fund’s programming and investment strategies.

General Responsibilities

- Serve on two key teams:
 - As a member of a 4-person Data & Policy team that provides leadership in overall operational and programmatic execution of key Fund priorities.
 - As the member of a 4-person horizontal team that drives The Fund's specific strategy around supporting or retaining principals in their roles.
- Collaborate with team members to support The Fund's data management strategy on principal quality through on-going data collection, analysis and reporting activities;
- Add value to organizational activities such as strategic planning, document production, recruiting, and other duties as assigned;
- Cultivate and manage external partner and/or grantee relationships as needed;
- Represent The Fund at external events and exhibit The Fund's core values of collaboration, equity, excellence, innovation, integrity, and leadership.

CANDIDATE QUALIFICATIONS

The Fund is seeking a highly-motivated, entrepreneurial professional with at least three (3) years of experience. Successful candidates will have:

Prior Experience:

- Prior experience with data management and analytics strongly preferred, especially experience in presenting results of analyses to a wide array of audiences
- Prior experience working in education research and/or policy strongly preferred
- Project planning experience with a strong track record of executing on and achieving results preferred
- Experience working in public education in Chicago preferred, not required

Skills and abilities:

- Expert in Microsoft Office – particularly Excel and PowerPoint
- Strong verbal and written presentation and communication skills, particularly with diverse audiences
- Strong written and oral communication skills across a diverse set of audiences, especially the ability to use data to help drive key messaging
- Ability to develop and cultivate relationships and networks in order to achieve results
- Ability to manage self and workload effectively, be flexible and adaptive, and follow through on execution
- Ability to think through, manage and communicate many details, often on tight timelines
- Ability to proactively and openly communicate with senior management to support project stability and professional success

COMPENSATION

Salary and benefits are highly competitive.

TO APPLY

Please email a resume and cover letter that outlines how your skills and experience meet the qualifications of the position. In your cover letter, please also indicate how you heard about this opportunity. All materials should be sent to careers@thefundchicago.org.

We regret that we will not be able to respond to phone inquiries about this position.

The Chicago Public Education Fund is an equal opportunity employer. The Fund evaluates applicants for employment on the basis of qualifications, merit and work-related criteria without regard to race, color, religion,

sex, national origin, age, sexual orientation, mental or physical disabilities, pregnancy, childbirth, medical condition, marital status or any other characteristic protected by law. The Fund employs and values a diverse work environment.