



DATA RESEARCH MANAGER

The Data Research Manager will support Children's Alliance's research initiatives, focusing on qualitative and quantitative data collection, synthesis, and analysis. The ideal candidate will play a key role in drafting research reports, policy briefs, and other deliverables, while managing research timelines and collaborating with internal teams and external stakeholders. This position is critical in supporting the organization's fund development efforts and contributing to key data products, such as the KIDS COUNT initiative, while also ensuring data management solutions align with the organization's antiracist advocacy goals.

The Data Research Manager is a member of the policy team, and reports to the Senior Policy Director. This position is charged with providing critical research support, ensuring the development of high-quality reports and data-driven insights that shape antiracist policy recommendations and organizational strategies. By managing research timelines, collaborating with various teams, and contributing to fund development efforts, this role helps advance the Children's Alliance's mission and impact on key issues affecting children and families furthest from opportunity.

ABOUT CHILDREN'S ALLIANCE

Children's Alliance strives to place racial justice at the heart of Washington's laws and budget priorities so that every child can thrive. Children's Alliance's work is grounded in the fundamental belief that a spark of genius exists in every child. But for too many of our children, racism and poverty create barriers that prevent them from unlocking their vast potential. Our vision is that all of Washington's children will have an abundance of what they need to grow up to be the people they dream of becoming.

KEY RESPONSIBILITIES AND CORE FUNCTIONS

Data Research & Management

- Write first drafts of reports, policy briefs, and other deliverables to share findings from research projects. Drafts will usually include production of related tables, charts, and maps.
- Contribute to and/or edit various publications for different audiences, including research reports, briefs, blogs, and other deliverables.
- Work with the Senior Policy Director and other members of the Children's Alliance team to develop data collection materials (e.g., interview questions, surveys/questionnaires, etc.)
- Work in concert with the Senior Policy Director and other members of the Children's Alliance team to track and improve key research metrics.
- Complete administrative tasks for research projects, such as tracking project timelines, project reporting, taking and summarizing meeting minutes, and other tasks as assigned.
- Manage tasks and deadlines for multiple research projects (small and large), which include working collaboratively with staff at all levels, troubleshooting potential issues, providing status updates and communicating potential roadblocks to project leadership.

Fund Development and Grants Management

- Manage data uploads, state data product work, and other tasks as assigned with regard to Children's Alliance's KIDS COUNT work through the Annie E. Casey Foundation
- Share responsibility for fund development, including grant planning, writing, reporting and other strategies.
- Share responsibility for developing and meeting program goals and deliverables, including tracking deliverables and budgets for various funding sources, and developing reports to funders.

Miscellaneous activities

- Participate in organizational activities, such as staff workgroups, membership and community meetings, fund development, training etc.
- Other duties as assigned.

QUALIFICATIONS

- Demonstrated commitment to racial equity work and using evidence-based strategies to further antiracist policies.
- At least three years of experience in qualitative and/or quantitative data collection, synthesis, and analysis.
- Demonstrated experience with mixed methods research.
- Professional experience and proficiency using STATA, R, or other similar software programs.
- Experience communicating research information through data visualization tools (e.g., Tableau) preferred.
- Demonstrated experience developing and implementing data management solutions.
- Demonstrated experience and commitment to data ethics.
- Demonstrated understanding of government structures and processes.
- Excellent interpersonal skills—able to manage and communicate effectively with diverse individuals and groups of people.
- Strong written and oral communication skills that can be adapted to reach a wide range of audiences.
- Demonstrated experience successfully communicating nuanced information (e.g., research methods, findings, insights, and associated recommendations) to a broad audience.
- Strong attention to detail, excellent time management, and organizational skills.
- Strong project management skills, collaboration skills, and experience working on cross-functional teams.
- Proficiency in using Microsoft Office and other PC applications.
- Ability and desire to work effectively in a wide variety of geographic, political, and cultural settings.
- Ability to work in our Seattle office at least two days per week. Hybrid work policies are subject to change.
- Ability to travel to Olympia and other cities in Washington occasionally for meetings, training, data collection work. Some overnight travel is expected. Some interstate travel for conferences and other events may be required.
- Amenable to receiving guidance, evaluation, and high performance in a hybrid office setting.

Children's Alliance values diversity and encourages candidates of all backgrounds to apply. If you don't meet all of the qualifications but are passionate about the work, we encourage you to apply and propose a plan for support where necessary.

COMPENSATION

- The annual salary for this full-time exempt position is \$75,000 - \$85,000.

- Heavily subsidized health insurance coverage, including vision and dental for employees and dependents.
- Paid time off includes 12 days of vacation time in the first year with incremental increases in subsequent years, 12 days of paid sick leave plus 14 paid holidays.
- Children's Alliance matches employee's elective deferral into the 403(b) tax deferred retirement plan on a dollar-for-dollar basis not to exceed 4% of the employee's compensation.
- Children's Alliance is committed to employee growth and advancement, including professional development investments.
- Children's Alliance offers a flexible hybrid work environment, current in office days are Tuesday and Thursday.
- Other benefits include a monthly cell phone stipend and free gym membership within the office complex.

APPLICATION INFORMATION

Children's Alliance is an equal opportunity employer working toward a culturally diverse and culturally competent workplace. We strongly encourage applications from people of color, immigrants, refugees, women, people with disabilities, members of the LGBTQ+ community, and other underrepresented and historically marginalized groups.

To apply, send a cover letter and resume to jobs@childrensalliance.org with your full name and the title of the position (First name Last name, Data Research Manager) in the subject line of the e-mail. **Applications will be accepted until the position is filled, although applications received after April 28th may not receive full consideration. Interviewing is anticipated to start at the end of April; early applications are strongly encouraged.**