Colorado Evaluation and Action Lab
Project Manager/Sr. Analyst Position Description

Context
The Colorado Evaluation and Action Lab (“Colorado Lab”) is a collaboration between the University of Denver and the Colorado Governor’s office. The mission of the Colorado Lab is to improve services to residents of the state through research supporting the efficacy and efficiency of programs and translating that research into action. Specific projects are guided by the Governor’s priority policy areas which are currently recidivism reduction, affordable housing/homelessness, and system-involved youth. However, these priorities are subject to change when a new governor enters office in January 2019.

Although the Colorado Lab is in the early stages of building out a staff, the expectation is that in the next two years the team will consist of the Director, Deputy Director, Project Manager/Sr. Analyst, two Analysts, and at least one graduate assistant. Colorado Lab staff at all levels will be required to possess a solid intuitive understanding of rigorous research methods and why they work, strong written and oral communication skills for explaining technical topics to non-experts, and coding skills necessary to manage and analyze longitudinal data efficiently. Staff members will be expected to engage in a collaborative learning environment where employees are highly responsive to each other as well as to government and research partners. Staff will hold themselves and each other responsible for completing high quality, well-documented work in a timely fashion. As part of a small organization, all staff members will be expected to engage in data analysis and related activities on an as-needed basis.

Duties and Responsibilities
The Colorado Lab seeks a Project Manager/Sr. Analyst with significant experience in government partnerships and designing rigorous research studies who can:

- Manage projects involving multiple partners, tight deadlines, sensitive data, and potentially high-profile and/or controversial topics
- Productively engage in reciprocal partnerships with the Governor’s office, governmental agencies, and external researchers
- Complete a variety of analytic tasks based on a project plan, recommending deviations from the plan as appropriate
- Effectively communicate orally and in writing to a lay audience about technical analytic and policy issues
- Engage in other duties as necessary, requested, and appropriate to support the mission of the Colorado Lab

Qualifications and Competencies
- PhD in public policy, economics, psychology, law, or a related field strongly preferred
- Graduate-level coursework in statistics, econometrics, psychometrics, or research methods
- At least three years of work experience
- Experience working with government and the policy-making process preferred
• In-depth knowledge of at least one major area of domestic social policy (e.g., education, criminal justice, homelessness, system-involved youth, mental and behavioral health, etc.) preferred
• Demonstrated passion for improving government performance and addressing complex social problems
• Excellence in both written and oral communications. Experience with technical writing for peers, policy memos for policymakers and practitioners, slide decks, and public speaking preferred
• Exceptional project management capabilities and creativity in problem solving
• Outstanding quantitative and analytical skills. Experience generating and/or using data to drive insights and action preferred
• Track record of adeptly navigating complex organizations, developing trust with senior leaders, and building relationships among diverse groups of stakeholders preferred
• Self-motivated with an orientation towards results over process and a track record of driving results with limited supervisory direction
• Eagerness to learn, attention to detail, and ability to multi-task

Application Deadline
Wednesday, February 28, 2018 at 5:00 p.m. Mountain Standard Time.

Special Instructions
Candidates must apply online through www.du.edu/jobs to be considered. Only applications submitted online will be accepted. Once within the job description online, please click New Resume/CV at the bottom of the page to begin application. If you have questions regarding this position, please contact Kristin Klopfenstein at kristin.klopfenstein@du.edu.

Please include the following documents with your application:
1. Resume
2. Cover Letter
3. Writing sample communicating complex ideas to a lay audience (up to 7 pages)

The University of Denver is committed to enhancing the diversity of its faculty and staff and encourages applications from women, minorities, members of the LBGT community, people with disabilities, and veterans. The University is an equal opportunity/affirmative action employer.

All offers of employment are based upon satisfactory completion of a criminal history background check.