

## **Program Manager: Research, Development and Dissemination Design**

### **About Us**

The Stupski Foundation is a private, not-for-profit operating foundation whose mission is to improve life options for children of color and poverty through the transformation of public education across the country. We do so by providing state, district and school leaders with the knowledge, tools and connections they need to redesign their systems so that breakthrough learning can be brought to scale. We are located in San Francisco, California with an annual budget of approximately \$15 million and 23 full-time staff, with plans for expansion.

### **Overview**

The Program Manager for Research, Development and Dissemination Design will help to develop and implement a unified research, development and dissemination (RDD) agenda and innovation methodology across all of the foundation's programs. In service to this agenda, s/he will coordinate internal program staff and external partners and vendors engaged in multiple system innovation research and development work streams that will produce:

1. **Definitions, vivid examples and evidence of effectiveness of next-generation learning** that dramatically accelerates student achievement of globally relevant outcomes toward college, career and life readiness.
2. **Frameworks outlining the implications of scaling this kind of learning for school, district and state structures and policies.** The RDD agenda will, for example, determine how governance, time, human capital, finance and data/IT systems must be redesigned to scale student-centered learning through differentiated roles for teachers, globally-relevant curricula, adaptive performance-based assessments, personalized approaches to pedagogy, comprehensive student supports, longitudinal data systems that analyze cognitive and non-cognitive development using in and out of school data, etc.
3. **Specifications for change management solutions** based on these implications, that will support state, district and school leaders and consultants/vendors to them as they migrate district/state systems from *status quo* to new system designs predicated on scaling breakthrough learning.

To do so, the foundation is committed to learning from both traditional deductive, analytical research familiar to the education sector and more innovative inductive, sensing practices that are more developed in other sectors. The research and development streams will therefore deploy a diversity of methods, from traditional literature reviews, case studies and experimental design to less traditional methods like narrative capture, product-development focused ethnography, scenario modeling, cross-sector design collaboratives and rapid prototyping. The Program Manager will ensure that all of these streams are aligned to achieving a common set of outcomes for the foundation and its partners.

Through these research and learning efforts, the foundation will develop a sector-wide online/offline system innovation knowledge platform to support system leaders, intermediaries and product/service designers. In doing so, it will also help to foster a renewed innovation RDD capacity for schools, districts and states, in support of the field's emerging search for research that is more relevant, useful, directly engaged with practitioners, systemic, focused on effective implementation and organizational learning, comfortable with diverse methods and measures and connected to concrete high-leverage problems of practice in schools and districts.

This platform will be developed and field-tested through The Partnership for Next-Generation Learning's six-state Innovation Lab Network. Together with the Council of Chief State School Officers, the foundation will work with Kentucky, Maine, New York, Ohio, West Virginia and Wisconsin and districts and schools within each of these states to create an intentional RDD prototyping space that will serve as the initial test bed for this effort. Twelve affiliate states will also participate in a less-intensive manner. We will also be working with other national networks of innovative school models. The Program Manager will interact with these partners and coordinate closely with field-based Research, Development and Dissemination leads.

In addition to ensuring that all of the foundation's research and development efforts deliver their products on-time, on-budget, in useable forms and with maximum leverage, the Program Manager will also work with the Director of Knowledge Innovation and the foundation's human resource team to inform the foundation's organizational learning, quick correction cycles and ongoing refinement of the foundation's research and development investments.

### **Responsibilities**

The Program Manager therefore has two main responsibilities:

1. Manage the foundation's research, design and dissemination efforts so that the knowledge platform and our district/state networks receive the credible insight required to discern how systems need to change in order to scale breakthrough learning.
2. Facilitate ongoing reflection, analysis and evaluation of the foundation's field efforts so that the foundation, its partners and the field benefit from what we are learning.

To fulfill these two responsibilities, the Program Manager will report to and work in close coordination with the Chief Strategy Officer to:

- Help design the foundation's research agenda and innovation design, development, dissemination methodology.
- Facilitate knowledge gathering/sharing and project documentation that helps detects patterns across work streams, make meaning of emerging findings, with the Director of Knowledge Innovation, generate knowledge products, and populate the foundation's knowledge platform.
- Coordinate program implementation through a close partnership with the Program Manager for Applied Research, Development and Learning (the field-facing corollary to this position).
- Ensure alignment of research and learning functions among the RDD, Network, Technology, and Mission Support programs, the four teams that constitute the foundation, through close coordination with program directors/managers.

- Prepare regular reports and presentation for a variety of internal and external purposes and audiences
- Manage day-to-day operational aspects of multiple research projects and scopes.
- Work with internal project managers and vendor subcontractors to develop processes, procedures and schedules to meet deliverables and client/vendor needs.
- Ensure that a master schedule of deliverables, deadlines and interdependencies is developed, maintained and communicated.
- Develop quality control procedures that are adhered to, while maintaining deadline and budget constraints.
- Manage changes of scope so that all necessary changes to contracts, budgets, and activities, and schedules are in place.
- Identify project risks and develop and apply risk mitigation strategies.
- Develop strong, positive, constructive relationships with colleagues, partners, clients and sub-contractors.

### **Qualifications**

In order to facilitate systems innovation toward next-generation learning, we need to deploy a next-generation approach to research and development. This will require a blend of capacities not normally found in traditional research or design functions. We are therefore interested in applicants with a blend of the following:

- 10+ years of progressively increasing responsibility managing research, design and/or development projects, preferably within an applied research, design planning and/or innovation strategy context.
- Masters degree required; PhD, EdD or other comparable graduate/professional degree with substantial concentration in education or a related social science discipline is preferred, as is familiarity with multiple research methodologies.
- Experience working with practitioners in complex service delivery systems, preferably public ones
- Exceptional synthesis and analysis skills.
- High tolerance for, and ability to thrive amidst, ambiguity and change in a dynamic environment
- Demonstrated ability to manage multiple and competing demands and to establish priorities and meet deadlines.
- Excellence written and oral communication skills, applicable to contexts involving education practitioners, policy makers, philanthropic leaders, industry leaders
- Experience in a role requiring high levels of collaboration/diplomacy within an organization as well as with senior external partners
- Experience working in a virtual environment with a distributed work force.
- PMP certification would be an asset.
- San Francisco Bay Area local preferred but not required.
- Up to 25% travel will, on average, be necessary.

### **Application**

If you would like to apply, please send your resume and a cover letter to [careers@Stupski.org](mailto:careers@Stupski.org). Indicate "Program Manager: Research, Development and Dissemination Design" in the subject line of the email for the fastest consideration. In your cover letter, please comment on how your skills and experience are a good match for this position. Also please comment on the personal qualities that you bring to the work environment and also on your salary requirements.

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