



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

1. **Definitions and vivid examples of effective 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, 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, longitudinal data systems that analyze cognitive and non-cognitive development, etc.
3. **Specifications for change management solutions** based on these implications that will support state, district and school leaders as they migrate their systems from the *status quo* to the system designs that emerge from the frameworks of structural and policy implications of scaling breakthrough learning.

To produce these insights, 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 and scenario modeling. 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 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 the field, in support of the field's emerging search for research that is more relevant, useful, systemic and connected to concrete high-leverage problems of practice.

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 Wyoming 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. The Program Manager will interact with this network and coordinate closely with field-based Research, Development and Learning leads.

In addition to ensuring that all of the foundation's research and development efforts deliver the products and insight necessary to our strategy on-time, on-budget and in useable forms, the Program Manager will also work with the Director of Knowledge Innovation and the foundation's human resource team to facilitate organizational learning, implementation and refinement of the foundation's research and development investments.

### **Responsibilities**

The Program Manager therefore has two main responsibilities:

1. Manage the foundation's research and development efforts so that the knowledge platform and the six-state network receive the credible insight required to discern how systems need to change in order to scale breakthrough learning.
2. Facilitate ongoing reflection, learning and evaluation 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 and partnership's research agenda and development/dissemination methodology
- Coordinate the implementation of these 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.
- Facilitate knowledge gathering/sharing and project documentation that helps detects patterns across work streams, make meaning of emerging findings, generate knowledge products, and populate the foundation's knowledge platform.
- 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 is developed and maintained of deadlines and deliverables and make sure that all project staff are aware of the parts of the master

schedule that affect them, and are aware of all changes that are made to the schedule.

- Develop quality control procedures are adhered to while maintaining deadline and budget constraints.
- Conceptualize how all the parts of a complex project fit together and what a change to one part will mean for the other parts and plan and/or make changes accordingly.
- 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, clients and sub-contractors.

### **Qualifications**

- Masters degree required; PhD, EdD or other comparable graduate/professional degree with substantial concentration in education or a related social science field is preferred.
- PMP certification would be an asset.
- 10+ years of progressively increasing responsibility managing research and development projects
- Experience in applied/action research, operating philanthropy, product design/development and/or K-12 education preferred.
- Familiarity with multiple research methodologies.
- Evidence of strong research, synthesis and analytic skills.
- High tolerance for, and ability to thrive amidst, ambiguity.
- Initiative and creative problem solving.
- Demonstrated ability to manage multiple and competing demands and to establish priorities and meet deadlines.
- Demonstrated excellence in written and oral communication skills.
- Experience in a role requiring collaboration within an organization and with senior external partners, as well as a demonstrated ability to work with efficiency and diplomacy.
- Ability to communicate difficult or sensitive information tactfully.
- Experience working in a virtual environment with a distributed work force.
- 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 [HR@Stupski.org](mailto:HR@Stupski.org). Indicate "Program Manager: Research, Development and Learning 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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