

ADMINISTRATIVE DIRECTOR

OUR ORGANIZATION

The American Dream – the aspiration that all children should have opportunities to climb the economic ladder – is at risk. In the 1950s, more than 90% of American children grew up to earn more than their parents did. Today, only 50% of children do so.

The mission of the [Equality of Opportunity Project](#) (EOP) -- a joint initiative of faculty at Stanford, Harvard, and Brown Universities -- is to revive the American Dream. We create and apply new research to inform scalable policy solutions that will empower families to rise out of poverty and achieve better life outcomes. We do this by harnessing the power of big data through high-quality research to learn from areas where the American Dream is still thriving. We study economic mobility through lenses such as education, neighborhood environments, and health to understand the drivers of economic opportunity in the country and give local policymakers customized data and insights to help them craft effective policy solutions. (You can hear an overview of our work on this [Freakonomics podcast](#).)

The Project's work to date has shaped policy discussions at the national and local level, with nearly a dozen of its studies covered on the front pages of major media outlets, such as the [New York Times](#) and [Wall Street Journal](#) and cited in congressional testimony and President Obama's State of the Union addresses. This work has led to direct impacts on a broad range of decisions by local policy makers, ranging from school districts to housing authorities. The objective of our new policy shop is to expand the impact of our research findings on local policy, by dedicating a small team to collaborate with and support local government partners as they design new policies to improve opportunity in their communities, based, in part, on our detailed diagnostic data and insights. To accomplish this, our teams become fluent in our research and its implications for each partner, so they are able to effectively identify obstacles to mobility and develop tailored programs in response to those barriers.

Our team, led by MacArthur "genius" award winner [Raj Chetty](#), [John Friedman](#), and [Nathan Hendren](#), consists of leaders from academia, policy, and management, supported by a staff of approximately 40 members who share a passion to revive the American Dream. We are now seeking an Administrative Director to oversee all aspects of human resources, financial management, and grants compliance for EOP and who will report direct to the Executive Director.

RESPONSIBILITIES

HUMAN RESOURCES

- Maintain all personnel policies and systems and confidential personnel records for staff
- Develop and maintain job descriptions
- Act as liaison with HR Offices; screen applications for professional, support, and temp workers; interview, verify references; assist in training new staff.
- Stay abreast of legalities around human resources issues.
- Manage HIRE HR database.

- Facilitate internal professional development training for staff.

FINANCIAL MANAGEMENT

- Manage all accounts, ledgers, and reporting systems ensuring compliance with university standards. Maintain internal control safeguards.
- Oversee budgeting, and the implementation of budgets, so as to monitor progress and present financial metrics both internally and externally.
- Manage cash flow and forecasting for EOP
- Coordinate any audit activities.

GRANT MANAGEMENT

- Manage institutional grant processes including assisting PIs in navigating IRB processes, creating compliance reports as necessary
- Manage existing grants by developing internal reporting systems; writing reports; maintaining historical records; working with leadership to ensure proposal conditions are met; serving as primary interface with university counsel when necessary
- Reviews grant proposals and identifies and resolves compliance issues related to university and sponsor requirements. Interprets pre-award and post-award university and sponsored guidelines to faculty and staff.
- Support grant-writing, with Strategic Communications

SUPERVISES FINANCIAL ANALYST

- Responsible for reimbursements.

REQUIREMENTS

BACKGROUND/EXPERIENCE

- Prior nonprofit finance experience with a successful track record in a senior financial management role for at least 5 years
- Minimum of Master's degree preferred

SPECIFIC JOB SKILLS

- Exceptional management skills
- Keen analytic, organization, and problem solving skills that support and enable sound decision making in a complex organization; demonstrated resourcefulness in setting priorities and guiding investment in people and systems
- Ability to navigate complexity of systems within a university
- Technology savvy with the ability to manage data for financial reporting quickly and effectively
- Personal qualities of integrity and credibility, and a commitment to the mission of EOP

COMPETENCIES

- Confidence and enthusiasm
- Results oriented
- Able to work independently; entrepreneurial

Equality of Opportunity Project – Quantitative Policy Associate

- Enjoys creating and implementing new initiatives
- Personal obligation to uphold organization’s expectations
- Personal accountability for consistent application of processes and policies
- Open and willing to engage other roles when appropriate
- Adopt a continuous improvement culture, seeking to make good processes better and to elevate those that need work

REPORTING LINES

- Reports to Executive Director

LOCATION

- Cambridge, MA

HOW TO APPLY

Please submit a cover letter and resume to Caitlin Petruska-Mancinelli (at Caitlin_Petruska@brown.edu) and Alaina Angellis (at Alaina_Angellis@brown.edu) detailing your qualifications and interest in joining the EOP team.

In addition, please prepare to submit a cover letter, resume and names and contact information for 3 references through the online application on the Harvard Careers website (additional information forthcoming).