



Job Description: Senior Manager, Learning and Training

Organization: Results for America

Role: Senior Manager, Learning and Training

Reports to: Vice President, State and Federal Policy Implementation

Location: Remote or Washington, DC

Organization Overview

Results for America is the leading, national nonprofit organization helping policymakers at all levels of government harness the power of evidence and data to solve the world's greatest challenges. Our mission is to make investing in what works the "new normal," so that, one day, all government leaders use rigorous evidence and quality data to inform important policy and funding decisions. We believe that data-driven and evidence-based policy decisions could significantly increase the impact of the over \$1 trillion that governments spend annually to address the needs of people in communities across the country.

Program Overview

Results for America supports federal, state, and local governments in building foundational evidence and data practices that allow them to deliver better results for their residents. To advance this work, Results for America runs a variety of training and technical assistance programs for government leaders. These cohort based learning programs include Results for America's [State Education Fellowship](#), [State and Local Workforce Fellowship](#), [What Works Bootcamp](#), and [What Works Cities Economic Mobility Initiative](#) offerings among others. Training opportunities range from multi-year fellowships and intensive cohorts to short-term solution-focused "sprints" that offer technical assistance, specialized training, and peer learning opportunities - helping participants "test, learn, adapt" to understand which innovations are worth making permanent.

To support these programs, Results for America is developing a more unified set of training and technical assistance materials for the governments it serves. These materials will distill the learnings and best practices from the organization's experience working with government leaders in recent years. This work includes developing a set of standardized training and technical assistance materials about the core elements of evidence-based policymaking that can be used by Results for America's various cohort learning programs as well as internal staff. Results for America is also interested in learning the optimal methods, formats, and structures for providing this training to groups and individuals, including how best to use in-person, remote, and technology assisted training. A particular focus of this learning and training will be how to assist governments in using evidence in their grant, budget, and fiscal decision-making processes.

Position Overview

Results for America is seeking a dynamic professional with a passion for helping government leaders build their evidence-based policymaking skills. The Senior Manager will be the organization's primary lead to develop a core set of training resources to build the capacity of local, state, and federal government leaders to use evidence and data for decision-making. The Senior Manager will work with staff to effectively deliver these trainings in order to educate government leaders about the core tenets of building and using evidence for budget, management, and policy decisions. The Senior Manager will be crucial in driving the success of Results for America's efforts to build the skill and will of government leaders at all levels to invest in what

works. This work will involve developing training materials; determining the optimal format for delivering them; assisting in the planning and delivery of internal/external training sessions; and distilling learnings to continually improve the impact of this training. This position will serve as the organization's point person for evidence-based training and learning.

Position Responsibilities

The Senior Manager of Learning and Training will be responsible for:

- Developing core training materials to help local/state/federal government leaders build their capacity to use evidence and data that can be delivered across a variety of mediums to different audiences
- Developing training materials on topics such as defining evidence; using data to improve results; using evaluation to determine what works; and infusing evidence into budgets, contracts, and grants
- Developing a wide variety of training and learning materials such as pre-reading materials, training session facilitation guides, training presentation materials, and training follow up resources
- Infusing intersectional racial equity into the training sessions to help governments build their capacity to identify and dismantle structural racism
- Working with relevant program leaders and events staff to plan training sessions for government leaders, including leading specific trainings as relevant
- Working with internal staff to familiarize them with the training materials and deliver targeted internal trainings to staff as relevant
- Evaluating training sessions to distill and document learnings and best practices in order to continuously improve training curriculums
- Identifying innovative ways to improve training content and provide better capacity building assistance to government leaders
- Ensuring that learnings and innovations from government partner learning convenings are shared across Results for America programs

Qualifications and Skills

The ideal candidate will have the following qualifications.

Experience:

- Direct experience providing training, learning, and coaching to government leaders
- A thorough understanding of evidence-based policymaking including program evaluation, data analysis, investing in evidence-based interventions, and related areas
- Bachelor's degree (preferred) and 8 to 10 years of relevant experience, with a preference for experience working in government, research or policy organizations/think tanks, higher education, advocacy and/or other mission-driven nonprofits
- Experience in government service delivery, policy development, or human centered design preferred
- Demonstrated commitment to the Results for America mission and vision

Skills and Abilities:

- Highly motivated, self starter who is able to work independently
- Outstanding project management skills, including strong capacity to manage and coordinate simultaneous projects while successfully prioritize among multiple tasks
- Excellent organizational skills and attention to detail, with the ability to establish and implement systems to ensure the successful completion of projects
- Well developed analytical skills with an ability to synthesize concepts into concise, concrete, and actionable training materials

- Proven ability to work with diverse teams
- Excellent written and verbal communication skills
- Ability to think proactively, take initiative, and see tasks through to completion with appropriate follow-up
- Advanced skills in Powerpoint, Excel, and Word; familiarity with Google Suite; ability to use Salesforce and Tableau (preferred)

This staff member will be expected to actively participate in RFA's diversity, equity, and inclusion efforts.

Location

This is a full-time, exempt position at 40 hours per week. This position can be based in Washington, DC or remotely. While some level of travel will be required regardless of location, if this position is located outside of Washington, DC, where Results for America is headquartered, it will require more regular travel (perhaps as frequently as several multi-day trips per month).

Please note that as a result of COVID-19, Results for America has suspended all travel and closed its offices; as such, regardless of location this position will begin working remotely until Results for America has resumed normal operations.

Compensation

Salary range and benefits package: Competitive. There may be instances where the Senior Manager, Learning and Talent, is asked to travel and work additional hours, as needed.

Position Reporting Relationship

The Senior Manager, Learning and Training, reports to the Vice President, State and Federal Policy Implementation.

How to Apply

To apply for this position, please send your cover letter, resume and salary requirements to recruiting@results4america.org. The subject line of your email should read "YOUR NAME – Senior Manager, Learning and Training." Please note that your cover letter should be no longer than one page and specifically detail your interest in this position.

Results for America is an equal opportunity employer and actively encourages people from minority groups and diverse backgrounds to apply for positions within our organization.