

WORKFORCE

Organization: Results for America

Role: Associate Director for Workforce Development

Location: flexible

Organization Overview

Results for America (RFA) 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 advance economic mobility and racial equity.

Founded in 2012, RFA spent its first three years partnering with policy innovators to build the credibility of evidence-based policymaking, securing early and important wins in education, expanding its work to multiple levels of government and driving awareness and demand through carefully orchestrated education and communication campaigns. During its second phase (2015-2018), RFA worked to demonstrate the power of evidence-based policymaking in ways that resonate with an even broader universe of elected officials and policymakers. Now in its third phase of work, RFA intends to demonstrate that governments at all levels can make faster, more lasting progress in accelerating economic mobility for residents when they use evidence and data in decision-making. By creating specific issue-area wins, RFA will further cement support for evidence-based policymaking among all policymakers as the "new normal."

Program/Department Overview

In September 2019, Results for America launched the Evidence in Workforce Lab (Work Lab) featuring our State and Local Workforce Fellowship to help government leaders drive workforce dollars toward evidence-based, results-driven workforce strategies that can help more communities and individuals thrive. Our second cohort of fellows was launched in May 2021 and will focus on leveraging evidence through procurements, improving job quality and equity, and building evidence of what works in workforce development.

Position Overview

Results for America is seeking a team member who is passionate about improving government and community outcomes and who has excellent project management, communication, and relationship building skills. The Associate Director for Workforce Development will be critical in leading our [State and Local Workforce Fellowship](#) and supporting the work of our government partners across the country.

Position Reporting Relationship

The Associate Director for Workforce Development will report to RFA's Vice President of Workforce Development.

Position Responsibilities

The responsibilities of the Associate Director for Workforce Development include, but are not limited to:

Project management related to State and Local Workforce Fellowship initiatives (60%):

Lead the development and management of the State and Local Workforce Fellowship including:

- Develop and implement learning agendas for each state team
- Develop and implement action plans based on team learning agendas
- Plan agendas and facilitate monthly coaching calls with each state team
- Leverage partner organizations to provide training and TA
- Design and implement tri-annual cross-cohort convenings

Research and content development (30%)

- Author blog articles, slide decks, talking points, toolkits
- Develop social media content, including short videos, tweets, and other posts
- Contribute to research projects and policy briefs
- Support the development of grant proposals and funder materials

Organizational and professional development (10%)

- Contribute to RFA-wide initiatives including diversity, equity, and inclusion efforts
- Draft a professional development plan and pursue opportunities to grow skills, including mentoring other team members at RFA.

Some travel required (approximately 10%, less if living in the Washington DC area). This is a full-time, exempt position.

Qualifications and Skills

- Strong commitment to the Results for America mission and vision.
- Strong commitment to RFA's diversity, equality, and inclusion commitments
- Bachelor's degree and at least 10 years of work experience required
- Skilled facilitator, able to lead engaging group discussions and make progress on shared goals, including in a virtual environment
- Strong project management skills, including task and quality management, and fluency with project management tools
- Able to write clearly and concisely
- Strong attention to detail and organizational capabilities
- Able to work across a virtual and in-person team, and with government partners across the country
- Open and honest communicator
- Learning mindset and ability to give and receive compassionate, constructive feedback

Salary and Benefits

At Results for America, all staff members currently receive a compensation package that includes: (1) a salary aligned with RFA's position level and salary bands and against similar nonprofit organizations; and (2) a suite of benefits that includes a choice of medical and/or vision and dental care, paid time off, a 403b retirement plan with employer match, and education and commuter benefits.

How to Apply

To apply for this position, please send your cover letter and resume to recruiting@results4america.org. The subject line of your email should read "YOUR NAME – Associate Director for Workforce Development".

RFA is an equal opportunity employer that values/celebrates diversity and that follows a policy of making all employment decisions and personnel actions without regard to race, color, religion, national origin, sex, age, marital status, partnership status, personal appearance, sexual orientation, gender identity or expression, genetic information, family responsibilities, matriculation, political affiliation, disability, status as a victim of domestic violence, sexual offenses or stalking, military status, veteran status or any other category protected under federal, state or local law.