Organization: Results for America
Role: Associate, Education
Location: Flexible, preference for Washington, DC

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 resonated 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."

Department Overview

At RFA, we believe that when education leaders build and use data and evidence, they are more likely to design more effective and equitable educational systems to improve education outcomes. In July 2016, RFA launched the Evidence in Education Lab (Ed Lab) as the vehicle through which we would advocate for and support data and evidence use at the federal, state, and local levels. We work closely with national partners to inspire, mobilize, and celebrate data and evidence used by government leaders, and oversee a number of specific initiatives that, taken together, aim to help education leaders regularly and rigorously use data and evidence to create better, more equitable opportunities and outcomes for students, families, and communities. A few of our highest-profile initiatives include:

- RFA's **State Education Fellowship** brings together senior program and evaluation leaders from state education agencies into a single network focused on accelerating the generation and use of evidence.
- **EdResearch for Recovery**, a joint initiative of RFA and the Annenberg Institute at Brown University, is changing the way we communicate about evidence-based strategies and helping state, district, and school leaders apply those strategies in policy and practice.
- **Place Matters: Meet the Moment** aims to build the capacity of place-based partnerships to effectively collaborate with local and state governments to leverage historic federal economic relief funds to accelerate economic mobility and close racial gaps in communities across the country.

Position Overview

RFA 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 will be critical in supporting the work of our government partners across the country.

Position Reporting Relationship
The Associate, Education, will report to RFA's Vice President, Education Policy Implementation.

Position Responsibilities
The responsibilities of the Associate, Education, include, but are not limited to, the following:

Programmatic Support (50%)
Assisting in the development, implementation, and promotion of RFA's overall education policy agenda, including but not limited to:
- Assisting in the development, implementation, and promotion of RFA's federal, state, and local education policy recommendations;
- Assisting in the identification, recruitment, and engagement of targeted federal, state, and local education government officials and nonprofit leaders and organizations in RFA's education work;
- Assisting in the development and execution of RFA's State Education Fellowship, including event planning and coordination support, managing communications with Fellows, and desk research intended to inform program and content development;
- Assisting in the development and execution of RFA's EdResearch for Recovery project, including coordinating new product releases and external events that promote EdResearch products and strategies;
- Contributing to the research and analysis of local, state, and federal education laws, regulations, policies, and legislation as needed;
- Leading the development and publication of RFA's monthly education newsletter; and
- Drafting education materials (e.g., reports, op-eds, blogs, social media) and coordinating with RFA's strategic communications team to publish and promote RFA's education work.

Meeting and Events Coordination (25%)
- Closely collaborating with RFA's Manager, Events and Communications, in the planning of all private meetings and public events related to RFA's education work, including education fellowship convenings; and
- Providing technical and logistical support during webinars, convenings, and external meetings

Administration (25%)
- Leading procurement and expense tracking related to RFA's education work;
- Coordinating with external partners supporting RFA's education work;
- Scheduling meetings and travel arrangements for RFA's Vice President and RFA's Director, Education Policy Implementation;
- Ensuring that team members have the support and resources they need to perform their duties;
- Maintaining a well-organized electronic filing system across education programs;

- Supporting the development of grant reports and deliverables; and
- Providing program-specific project management support.

All RFA employees are expected to participate in the organization's diversity, equity, and inclusion (DEI) efforts.

This is a full-time, exempt position.

Position Requirements
The ideal candidate will possess the following qualifications:

Experience
- Bachelor's degree with 3-6 years of overall work experience, at least one year of which was spent successfully supporting one or more senior-level executives; and
- Experience working in the education field is strongly preferred.

Competencies
- Excellent planning, research, and written and oral communication skills;
- Ability to take initiative and to prioritize and maintain multiple projects and/or tasks simultaneously;
- High proficiency with a range of office software, including Google-based applications, Word, Excel, and Powerpoint, and comfort with various social media platforms;
- Outstanding interpersonal skills and ability to build relationships with high-level stakeholders;
- Strong sense of self-motivation, self-agency, and ability to follow through;
- An entrepreneurial, learning orientation and an ability to consistently embrace and incorporate direct feedback;
- Ability to thrive in a non-traditional, geographically dispersed, semi-virtual organization; and
- Strong commitment to the Results for America mission.

This is a full-time, exempt position. The Associate, Education will attend program-related events, which may involve up to 10% travel.

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. The salary band for this position is $62,000 - $72,000.

How to Apply
If interested, please forward a cover letter and resume to recruiting@results4america.org, subject: "Associate, Education -Your Name."

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.