



Evidence-Based Policy Manager

The Laura and John Arnold Foundation (LJAF) is a private foundation whose core objective is to improve the lives of individuals by strengthening our social, governmental, and economic systems.

Position: Evidence-Based Policy Manager
Salary: Competitive salary and benefits package based on qualifications
Location: Washington, D.C. (preferred), Houston, or New York City

LJAF's Evidence-Based Policy initiative seeks to increase the effectiveness of social spending through the use of rigorous evidence about "what works." Our efforts focus specifically on (i) funding rigorous evaluations – mainly randomized controlled trials (RCTs) – to build the body of social programs with credible evidence of sizable effects on important outcomes such as educational achievement, workforce earnings, criminal arrests, substance abuse, and hospitalizations; (ii) systematically monitoring the program evaluation literature and communicating important findings to the policy and research community; and (iii) providing educational assistance to policy officials aimed at advancing evidence-based reforms in government spending initiatives, so as to use evidence to improve people's lives on a large scale.

The Evidence-Based Policy Manager will (i) help solicit, review, refine, and manage grants to fund rigorous program evaluations; (ii) review study reports and publications to assess whether they produced valid evidence regarding program effectiveness; and (iii) gain practical, hands-on experience in funding and reviewing research and using the results to inform the policy process.

Core Responsibilities:

- Solicit and review grant proposals for rigorous program evaluations, and present them for funding consideration to foundation colleagues and Board members, as part of the Evidence-Based Policy team's funding initiatives (e.g., [low-cost RCTs](#), [Moving the Needle](#))
- Manage approved research grants, which will include working with grantees to develop pre-analysis plans and reviewing reports to monitor progress and ensure adherence to rigorous standards of quality and transparency
- Review, critique, and draft summaries of newly published RCTs in support of the Evidence-Based Policy team's ongoing review of the social policy research literature
- Actively contribute to team meetings regarding projects, suggesting ideas and brainstorming
- Actively contribute to educational meetings with policy officials aimed at incorporating evidence-based reforms into government spending initiatives, including provisions to advance rigorous evaluations and the wider use of research-proven programs and practices
- Collaborate with other LJAF teams (e.g., Criminal Justice) in areas of joint activity

Essential Skills, Experience, and Qualities:

- Ability to read an impact evaluation and assess whether it constitutes credible evidence of program effectiveness

- Knowledge of and demonstrated interest in the use of rigorous evidence to address social challenges
- Experience with reviewing and/or conducting program evaluations, particularly RCTs
- Excellent oral and written communication skills, including the ability to convey complex ideas in a clear and concise manner and to communicate with both researchers and policymakers.
- Exceptional organization skills and ability to work simultaneously on multiple projects with careful attention to detail
- Ability to work independently and as part of a team
- Self-motivated and proactive
- Flexible and adaptable
- Enthusiastic
- Three to five years of relevant work experience strongly preferred

Required Education:

- Undergraduate degree required; advanced degree(s) strongly preferred in a relevant field such as public policy, economics, education, or public health.

To Apply:

If you are interested in this position, please send a resume, cover letter, and contact information for three references to jobs@arnoldfoundation.org. In the email subject line, please indicate that you are applying for the position of Evidence-Based Policy Manager. Applications will be reviewed on a rolling basis.