



CURRENT OPEN POSITION: Research Director

Full-time, Exempt, Eligible for benefits

Salary Range: \$75,000-95,000

Application Process:

Please send your resume and a cover letter to recruiting@earlymilestones.org.

[*Early Milestones Colorado \(Early Milestones\)*](#), a dynamic, action- and results-oriented statewide nonprofit working to advance success for young children and families across Colorado, is currently seeking a Research Director. The candidate must be passionate about systems building in early childhood; exhibit a high comfort level cultivating, developing, and implementing complex projects; enjoy managing a high-functioning team; and be a key driver in a continuous learning environment.

Summary of the Position:

The Research Director works closely with the Deputy Director to strategically develop, implement, and expand Early Milestones' applied research, data collection, and dissemination activities in support of our mission to advance the success of young children in our state. This position oversees research projects and initiatives, including project design, data collection and management, analysis, report writing, and other activities to disseminate results. This role may manage junior research staff, interns, and/or contracted research partners in data collection, analysis, written and oral communications, and other research-related activities. The Research Director will work with the Deputy Director to build internal staff capacity to conduct and disseminate research along with organization-focused evaluation and performance metric tracking. This role is accountable for the strategic vision and overall success of relevant research initiatives including the advancement of diversity, equity, and inclusion.

What you will do:

Proposal Writing and Business Development

- Partner with the Deputy Director or Executive Director to identify and cultivate funding opportunities that are appropriate for supporting Early Milestones' strategic research activities; take the lead in writing funding proposals and grant reports.
- Partner with the Deputy Director and other Program Directors to facilitate major activities including request for proposals (RFP), community planning processes, technical assistance, and cross-community communication and learning.

Management of Research Projects

- Provide strategic and thought leadership in development of research projects.
- Design research projects.
- Develop qualitative and quantitative data collection protocols and methodologies; plan data collection and management approaches; and oversee data collection and management activities, including establishing data collection and management timelines and ensuring those timelines are met.
- Lead primary and secondary data analysis (qualitative and quantitative), including identifying appropriate analytical techniques and conducting complex analyses.
- Produce highly digestible products to communicate research findings (e.g., briefs, summary reports, PowerPoints, dashboards); and provide rapid response to ad hoc research requests necessary for advancing early childhood policy in Colorado.
- Serve as liaison with local and state stakeholders to promote findings and respond to relevant inquiries.

Staff and Contractor Management

- Provide daily management, guidance, and support to research staff, monitor performance, and recommend personnel actions to management.
- Manage internship program focused on research and policy and provides daily management, guidance, and support to internship program team members by encouraging and providing them the resources to accomplish their individual and collective goals effectively.

Other Responsibilities

- Maintain confidentiality and manage data with trust and credibility.
- Collaborate with partners and stakeholders in a way that fosters trust and confidence.
- Manage internal efforts to measure, track, and communicate Early Milestones' performance, including the organization's role in systems and policy change.
- Anticipate and leverage opportunities to promote projects and represent Early Milestones in state and national meetings, as needed.

What we are looking for:

The successful candidate has the following education and experience requirements and core competencies:

- Advanced degree in relevant field required, PhD preferred
- 5-8+ years of experience in a nonprofit, research, or educational organization focused on early childhood, education, child social-emotional well-being, and/or health
- 3-5 years of relevant experience in applied and/or responsive research, including both qualitative and quantitative methods (time in doctoral studies may qualify)
- Some supervisory experience fostering high-functioning teams.
- Ability to design research to meet project goals and answer research questions.
- Experience with primary data collection, particularly surveys, interviews, and focus groups.
- High level of data analysis skills, including descriptive and inferential statistics and qualitative analysis.
- Excellent verbal and written communication skills with the ability to translate scientific and technical concepts for lay audiences and message complex findings persuasively and articulately both verbally and in writing.
- Able to translate research findings and community experiences into specific policy recommendations and communicate those appropriately for greatest impact.
- Comfortable with public speaking; experience preparing and delivering presentations.
- Commitment to and passion for the Early Milestones Colorado's mission and values.
- High levels of integrity and credibility.
- Ability to represent Early Milestones with professional poise and work effectively with a wide range of constituents including research partners, policymakers, and executive branch leadership.
- Self-directed, accountable for results, and proactive; independent problem solver.
- Professional demeanor and ability to respond with urgency when appropriate.
- Excellent organizational, time management, and leadership skills.
- Flexible and able to work within a fast-moving, entrepreneurial environment.
- Ability to exercise independent judgement, think critically and strategically, collaborate with others to execute work.
- Demonstrated skills in project management and budgeting.
- Commitment to attracting, motivating, and retaining staff through creation of a positive working environment.

About Early Milestones Colorado:

Early Milestones is a statewide nonprofit organization with a simple yet ambitious goal - *to make Colorado the best place to raise a child*. Our small but mighty team works with local communities, state agencies, foundations, and national experts to create equitable, lasting improvements for children prenatal through age eight across the areas of learning and development, health and well-being, and family support and education. Early Milestones' staff consists of highly motivated self-starters who are committed to the success of the organization and who work both independently and collaboratively with outstanding results. Early Milestones works to ensure that all children and families, especially those who have been historically marginalized, have access to the opportunities and resources needed to be valued, healthy, and thriving. We strive to embed an equity lens into our daily work and continually update our practices to reflect new learning. Early Milestones is dedicated to the principles of equal employment opportunity and seeks diverse perspectives, experiences, and skills to enhance our culture and fulfill our core values. We strongly encourage people of color, lesbian, gay, bisexual, transgender, queer, and non-binary people, veterans, parents, first-generation immigrants, those who were first in their families to attend college, and individuals with disabilities to apply. We are committed to inclusive, barrier-free recruitment and selection processes and will be happy to work with applicants requesting accommodation at any stage of the hiring process.

If you value the same and are seeking to inspire and be inspired by a vibrant, thriving, mission-driven organization, Early Milestones may be a great fit for you.

Early Milestones staff are primarily working remotely during this time, although this position may require some in-person interactions with some staff. Staff members are provided with appropriate equipment and access to technology to effectively work from home. As conditions change with the pandemic, more in-person internal and external meetings may be necessary to fulfill the duties of the position.

Benefits:

Early Milestones is proud to be recognized as a Family-Friendly (FF+) Business through [Health Links](#). Benefits include medical, dental, vision, and life insurance; paid time off (vacation, sick time, and personal days); parental leave; an employer-matched 401K plan; ongoing professional development; and the opportunity to work with and learn from a terrific team!