



JOB ANNOUNCEMENT

Position Title:	Portfolio Director, Research
Reports To:	Executive Director
Direct Reports:	Research Team (1-2 staff)
Salary Range:	\$88,000 – 112,000
Position Status:	Full Time, Exempt, Eligible for Benefits
Posting Dates:	11/17/2023 – 12/17/2023

About Early Milestones Colorado:

Early Milestones Colorado (*Early Milestones*) is a nonprofit organization that brings expertise and innovation to complex early childhood systems. Our goal is simple, yet ambitious: to make Colorado the best place to be a child. Our 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 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.

Summary of the Position:

The Portfolio Director, Research plays a key role in developing Early Milestones Colorado's responsive and proactive research portfolio. This includes original data collection (e.g., surveys and focus groups), analysis and synthesis of public data and outside research for policy implications, and research into other state policies and practices. This position works closely with the leadership team to develop and implement strategies to identify, engage, and cultivate relationships with donors and funders who can support and expand our research efforts. Additionally, the Portfolio Director is accountable for the success of projects in the portfolio, including the advancement of diversity, equity, and inclusion.

What you will do:

Portfolio Development & Management

- Develop and execute strategies for growth and impact.
- Develop and articulate a strategic vision for the research portfolio, aligning with the landscape of early childhood research and policy in Colorado.
- Allocate and manage portfolio resources and budgets.
- Ensure cross-functional alignment of portfolio activities.
- Maintain quality standards and drive continuous improvement.

- Lead, mentor, and supervise research team staff to achieve collaborative success.
- May perform qualitative and quantitative research as needed.

Strategic Partnerships

- Build and cultivate relationships and partnerships across early childhood domains and sectors.
- Foster strategic collaborations to enhance the research teams' influence, capacity, and ability to support policy and practice changes.

Knowledge Sharing:

- Develop and implement strategies to coordinate the organization's research and practice activities so they provide the maximum impact on policy.
- Works with leadership team to direct the translation of research insights into actionable policy and practice improvements.
- Develop and/or supervise the development of written products and presentations for a variety of audiences.
- Present findings to a variety of audiences, including national research peers.

What we are looking for:

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

Education and Experience:

- Advanced degree or Ph.D. in relevant field preferred **OR** Bachelor's degree plus at least 8 years' experience in related field.
- Success in attaining research grants.
- 8+ years of experience in nonprofit, nonpartisan, research, policy, or educational organizations focused on early childhood, education, child social-emotional well-being, and/or health; **OR** similar experience with applied and/or action-oriented research.
- 2+ years supervisory experience.

Preferred Competencies:

- **Project Management.** Ability to manage multiple research projects simultaneously.
- **Fundraising and Development.** Success in conceptualizing and securing funding for a variety of projects. Ability to work with and manage funder relationships. Experience writing grant proposals and funder reports.
- **Content Expertise.** Experience with research design, including scopes oriented toward policy action and knowledge of mixed methods. Ability to center research around equitable outcomes.
- **Data Translation and Dissemination.** Experience with translation and communication of complex findings for lay audiences, primarily policymakers (e.g., data visualization, etc.)
- **Teamwork/Collaboration.** Ability and desire to work cooperatively and effectively with others; actively participate as a member of the team, and work toward common goals in order to reach desired results.
- **Problem-Solving/Decision Making.** Ability to make informed decisions based on available information and take a proactive approach to anticipate, prevent, and solve problems.
- **Communication.** Ability to share and receive information using clear oral, written, and interpersonal communication skills.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. To successfully perform the job, individuals must be able to satisfactorily perform each essential duty. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- **People Development.** Ability to develop and implement strategies to maximize individual performance goals aligning with the organizational goals.
- **Strategic Thinking/Visioning.** Ability to see the long-range, big picture of the organization.

Location Requirements:

Early Milestones is a Denver, Colorado-based organization that leases office space within a coworking facility conveniently located near Union Station. Early Milestones' staff have the option to work at the coworking facility or from home. This position may require some in-person interactions with staff and partners at least monthly. Staff members are provided with appropriate equipment and access to technology to work effectively from home.

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 and personal days); family leave; an employer-matched 401K plan; public transit or office parking reimbursement; ongoing professional development; and the opportunity to work with and learn from a terrific team.

TO APPLY:

Please send your resume and a cover letter to recruiting@earlymilestones.org with the position title you are applying for in the subject line.

Black, Indigenous, and People of Color (BIPOC) and others who identify as nonwhite, people with disabilities, and members of the LGBTQIA+ community are encouraged to apply for this role.

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