



Job Description for Manager of Research at Greater Ohio Policy Center

6/26/19

GOPC seeks a detail-oriented, nimble candidate for a full-time position (40 hours/week) to develop, execute, and manage GOPC's original research and mission-consistent consulting projects. The ideal candidate will have experience collecting quantitative and qualitative research to produce comprehensive, well-rounded analyses.

Principal Duties and Responsibilities:

- Develop, manage, and conduct high-quality research projects focused on local, state, and national issues and best practices related to revitalization, particularly around neighborhood market conditions, affordable housing, and civic capacity building
- Expertly navigate key databases (ESRI, Census' American Factfinder Portal, Zillow, On the Map, etc.)
- Assist colleagues who are stewarding Communities of Practices and advocacy coalitions with research, as requested
- Connect GOPC's research to its legislative agenda by working with other GOPC staff to form policy proposals related to GOPC's research areas of expertise
- Build and maintain relationships with external stakeholders statewide and nationally.
- Assist in planning and executing GOPC events through content development, logistical support, and participant recruitment
- Supervise and monitor Intern on select projects

Percentages below denote an *approximation* of the amount of time the Manager of Research would spend on each major job duty.

Project development, implementation, and management (50%):

- Design and execute major research projects, including research design, data collection and analysis (quantitative and qualitative), interviews, writing, data visualization, and authoring reports or other deliverables
- Deliver final products that are accessible and persuasive to non-specialist audiences
- Manage junior staff's work on select research projects
- Identify new project opportunities, write funding proposals, and work with Executive Director to identify and approach funders
- Work with Executive Director and other GOPC staff to devise strategies to achieve select GOPC policy and advocacy priorities

Stakeholder relationship management (30%):

- Identify and build relationships with key external stakeholders, in Ohio and nationally, for select GOPC projects and policy priorities
- Develop and steward coalitions in support of peer learning and policy development

- Support colleagues in maintaining and expanding organizational ties with partners in Ohio's large, mid-sized and small legacy cities
- Solicit feedback from local and state stakeholders on select proposed policy fixes.

Communications and event support (20%):

- Devise and execute rollout strategies for publications and draft related communications materials including press releases, guest columns, and blog posts
- Work with other staff to plan and execute events that highlight GOPC's research or policy work

This position also takes on other relevant duties, as assigned. This position reports directly to the Executive Director.

Strong candidates will have a demonstrated track record of undertaking quantitative and qualitative research to produce actionable reports, memos, and other materials. Strong candidates must be able to operate in a bi-partisan, non-partisan manner.

Education/Experience Requirements

- College degree, with master's degree in a relevant field strongly preferred
- Experience in project management; an understanding of and experience with Ohio's public policy arena
- 3+ years of professional workplace experience
- Proven ability to produce strong, clear writing on a deadline
- Ability to work with, and communicate to, a range of stakeholders
- Proficiency in Microsoft Word, Excel, PowerPoint, Outlook, ACS/Census
- Valid driver's license and ability to drive
- Training or background in real estate development, business, public policy, journalism, urban and regional planning, or social sciences is a plus
- Comfortable working in team settings

Desired Skills and Knowledge

- ESRI/GIS
- knowledge of data sets that can inform spatial analyses of Ohio's residential and commercial real estate markets
- IMPLAN
- Website design
- Intellectual curiosity to dive into a research project and creatively use data to demonstrate what is going on in a community
- Experience with professional writing
- Familiarity with data mapping

Knowledge Requirements

Ability to leverage opportunities and think critically and strategically. Ability to quickly master and convey information; extreme attention to detail; ability to manage multiple projects simultaneously; a high degree of professionalism appropriate for high level partners. The GOPC staff is small-- candidate must be a team player. Candidates are expected to have a deep understanding of politics in Ohio, and familiarity with Ohio and its major cities. Candidates are not required to have subject familiarity or technical expertise in urban revitalization, per se, but are expected to be able to overcome the learning curve quickly.

Other Job Information

Employees are expected to work in the GOPC office in Columbus. Regular travel is expected. Position will work outside of normal business hours occasionally. There is opportunity for advancement in this position. Greater Ohio Policy Center is an Equal Opportunity Employer.

Required Application Materials

Please include a resume, list of 3 references, a brief writing sample (advocacy 1-pager, testimony, research memo, or other document is fine), and a cover letter. In the cover letter, please describe, in detail, specific work or volunteer experiences that have prepared candidate to quickly and competently “jump into” this position. Generic cover letters and resumes will not receive serious consideration.

Salary and Benefits

Estimated \$45,000-\$47,000 commensurate with experience. Greater Ohio Policy Center offers medical, dental, and life insurance benefits, a transportation benefit (parking or public transportation stipend), SIMPLE IRA after 1 year of service, and competitive paid time off to employees who work a minimum of 30 hours/week.

Application Submission Information

Please send application materials to Alison D. Goebel, Executive Director at agoebel@greaterohio.org by COB, Friday July 12, 2019.

About the Organization

The Mission of the Greater Ohio Policy Center is to improve Ohio’s communities through smart growth research and strategies. GOPC’s vision is a revitalized Ohio.

Greater Ohio Policy Center (GOPC) is a mission-driven non-profit, non-partisan organization based in Columbus and operating statewide. GOPC is a nationally recognized research and policy organization, experienced convener and trusted consultant. Through its applied research and bi-partisan advocacy, GOPC strives to create a political and policy climate that advances economic growth through urban revitalization, modernized transportation options, brownfield remediation and increased civic capacity within the state.