



RESEARCH IMPROVING PEOPLE'S LIVES

Associate Director of Policy

RIPL is a non-profit tech-for-social impact organization. We are positioned to add several new team positions over the coming months. We are a relatively small team, focusing on strategic agility with top-quality science and policy acumen to measurably improve policy impact quickly with objective research and scalable, sustainable technology.

RIPL science has supported policy and process improvements in health care, education, social insurance, civic participation, workforce development, and criminal justice. During COVID-19, we worked with Rhode Island to make it the first state in the country to pay out Pandemic Unemployment Assistance benefits to support Rhode Island workers after they lost their jobs due to the pandemic. To date, we have helped over 70,000 RI workers receive their unemployment benefits.

RIPL's early work focused in Rhode Island and is now expanding to new states. As the Associate Director of Policy, you will join a dynamic policy team responsible for developing and maintaining partnerships with government stakeholders, mission aligned organizations and funders. The Policy Team manages the organization's project management functions, partnership development, and many strategic initiatives. The team collaborates closely with the Tech and Research Teams on the development and implementation of all projects. **As the Associate Director, you will help grow the team's internal project management practices, develop and lead several of RIPL's strategic initiatives, and help build the organization's brand across the field.**

With a collaborative environment, all RIPL team members work cross-functionally. Regardless of the team you join, you'll develop a solid understanding of the technology we deploy, the power of scientific-grade research, how to productionize science for lasting impact, and how to navigate government partnerships to help government build lasting capacity for data-driven improvement as well as solving immediate needs. RIPL's staff are located all over the country but stay connected with online chat, regular coffee hours and in-person time when travel is possible. As an organization we value quality over quantity, we believe our government partners deserve the best, we know that changing culture and systems takes longer than anyone ever thinks it will and we're committed for the long-term. To learn more about what we value, check out [our leadership values](#).

The Associate Director of Policy reports to the Director of Policy and Communications. Their responsibilities include, but are not limited to, the following:

- Provide leadership to the RIPL Policy Team alongside the Director of Policy and Communications such that projects are successfully executed to the best of the organization's ability and standards, the team has reliable and repeatable processes, staff creativity is well supported, and the RIPL Board is well informed about project outcomes and impact.
- Develop at least 3 new partnerships with state and local government leaders and funders every quarter, such that RIPL's signature initiatives ([Rhode2College](#) and [DOORS](#)) reach more Americans across the country.
- Regularly develop new policy areas and opportunities for RIPL to drive impact through communication with government stakeholders, an understanding of contemporary issues facing states and localities, and the political environment for improvement.
- Manage and mentor 2-4 project management staff to ensure an effective and enjoyable workplace for everyone.
- Collaborate with the Research Team to onboard and support leading researchers such that RIPL's initiatives are well grounded in science and our government partners receive the best scientific support to inform policies and processes to improve lives.
- Collaborate with the Tech Team to package learnings and ensure all work conducted is open source and well communicated to a broad audience.
- Collaborate with the Director of Policy and Communications to ensure all work is clearly and effectively communicated to funders and philanthropic partners.

The ideal candidate will have the following qualifications, experience, and skills:

Leadership and Team Management Skills:

- Strong leadership skills with a history of driving project consensus for success, a passion for bringing together multiple stakeholders for creative solutions,
- A commitment to the highest quality of work both personally and on an organizational level.
- A track record of effectively scoping, developing and leading complex projects involving multiple stakeholders from both the public and private sectors.
- A strategic, entrepreneurial approach to developing ideas and designing solutions. Experience working in a startup environment is preferable.
- A strong desire and commitment to using science to improve lives, ability to learn and think creatively in partnership with a diverse team of scientists to use data and science to solve complex social problems at speed and at scale.
- Experience mentoring junior staff to reach their goals, deliver on their work commitments and grow in their careers.

Partnership Skills:

- Excellent oral and written communication skills, and ability to communicate complex research interventions and scientific findings to policymakers, community organizers, and general audiences.
- Proven ability to successfully engage and build alignment with local nonprofits and community organizations during project development and implementation.
- Experience building relationships with government stakeholders and managing and facilitating workgroups of cross-departmental policy-makers, IT staff, program stewards and other civil servants.
- Ability to move partners from ideas to a concrete scope of work and contracting phase.

Project Management Skills:

- Outstanding organizational skills, with high attention to details and ability to prioritize between multiple projects.
- Ability to use and embrace task management and documentation software critical for organizing and documenting work.
- Scientific and Research Skills:
- Thorough understanding of the scientific process and technical research, and ability to digest and interpret economic research papers and communicate their findings to general audiences.
- Ability to synthesize research findings and support faculty affiliates and scientists in making evidence-based decisions.
- Expertise with a programming or data analysis language (e.g., Python, R, Stata) and data visualization tools (Tableau, Microsoft Power BI) is a plus.

Qualifications:

- At least five years direct work experience in technology, cross-sector and/or government project management.
- An advanced degree (e.g., MPA, MPH, or MPP) is preferred.

RIPL is an equal opportunity employer.

To learn more, email a resume and cover letter to join@ripl.org with subject "Associate Director of Policy."