



Senior Associate

Job Description

With a mission to advance policymaking and practice that leads to better outcomes for all students—especially those students who have been pushed to the margins in a society shaped by systemic racism and oppression—the Rennie Center for Education Research & Policy serves as an “action tank,” pairing research with on-the-ground practice to promote effective change within schools and classrooms and then leveraging these experiences to inform statewide systems change. Our approach is grounded in a deep commitment to empowering students, families, and educators to develop and drive ongoing, sustainable improvement that is adapted to the unique strengths and conditions of their local contexts. For more information, visit www.renniecenter.org.

The Rennie Center team has defined six core values that we seek to live out in all our work, individually, in collaboration with one another, and within the broader field: 1) Equity and Justice; 2) Integrity; 3) Community; 4) Balance; 5) Empathy; and 6) Learning. We are seeking a Senior Associate who brings passion for our mission and is committed to advancing it by living into our core values.

Position Overview

Senior Associates lead multiple projects within the Rennie Center’s research, practice, and policy portfolios, working with colleagues and outside partners/collaborators to define deliverables, bring in diverse perspectives, gather and respond to feedback, and ensure project needs are carried out with high quality and on an agreed-upon timeline. This work will vary over time, but typical responsibilities will include developing and overseeing project plans, conducting research with schools and districts, planning and facilitating professional development sessions, and sharing our findings through written reports, public events, and engaging the field. We expect that Senior Associates will demonstrate the ability to lead independently while promoting collaboration, and that they will continually consider how to help advance the Rennie Center’s mission and broader body of work.

Essential Functions

Core responsibilities may include:

- Providing project management for multiple engagements. This includes developing project workplans based upon the scope of work, proactively identifying potential challenges and strategizing how to address them, monitoring progress towards key deliverables, and communicating regularly with team members to ensure the scope of work is met.
- Leading research projects, including collecting data (primarily through qualitative methods such as interviews and focus groups), analyzing findings, administering surveys, and drafting reports.
- Designing and executing professional learning sessions for school and district staff.
- Planning and facilitating events, including by preparing speakers, overseeing logistics, creating agendas, and developing slides.

Qualifications

- Deep commitment to equity and promoting access to opportunity for historically marginalized communities
- Strong verbal and written communication skills, particularly in translating complex information into clear and concise messages
- Strong analytical skills, including the ability to collect and interpret data. Qualitative data analysis skills are required, quantitative skills are a plus.
- Self-starter able to work in a fast-paced environment and complete projects independently
- Demonstrated ability to lead multiple projects, proactively identify challenges, respond to feedback, and collaborate with others to move work forward
- Awareness of policy environment and education reform issues, in Massachusetts and nationally
- Excellent computer skills, including the Microsoft Office suite (Word, Outlook, PowerPoint, and Excel) as well as Google equivalents (Google Docs, Slides, and Sheets).
- 4+ years of experience in a relevant field

To Apply:

Send a resume and cover letter to Laura Cinelli, Deputy Director, at lcinelli@renniecenter.org.

We anticipate that the starting salary for this position will be approximately \$75,000. Rennie Center employees also receive a generous benefits package. More information is available upon request.

The Rennie Center is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, and LGBTQ+ applicants. This job description is subject to change at any time.