



**ASSOCIATE DIRECTOR OF RESEARCH AND ANALYSIS  
Madison, WI**

September 2015

**ORGANIZATION**

The National Council on Crime and Delinquency (NCCD) is a nonprofit social justice research organization that promotes just and equitable social systems for individuals, families, and communities through research, public policy, and practice. We envision a just society in which people are safe and supported in their communities and treated with dignity by the systems that serve them. For more than 100 years, our research has informed better system responses at all points of contact.

NCCD has three offices, in Madison, Wisconsin; Oakland, California; and Washington, DC; and operates the NCCD Children’s Research Center (CRC), which collaborates with jurisdictions around the world to use research to improve service delivery to children and families.

Our projects span jurisdictions across the United States, Canada, Australia, Bermuda, Taiwan, and Singapore. Visit [www.nccdglobal.org](http://www.nccdglobal.org) for more information.

**POSITION DESCRIPTION**

Manages the research and analytics group and NCCD’s portfolio of research and analysis projects. Responsible for supporting the professional development of the research and analytics group and for promoting NCCD’s research and analysis capabilities externally.

**MAJOR DUTIES AND RESPONSIBILITIES**

Coordinates research staff assignments. Makes operational decisions on a day-to-day basis concerning the priority of project work, technical analysis, research methods, and similar tasks.

Develops research and analytics training for research personnel.

Represents the research team on major strategic initiatives and advises others in the organization on research and data analytics issues.

Assesses clients’ research needs, recommends methodologies, responds to RFPs, and develops research proposals.

Monitors projects to ensure compliance with timing, budgetary, and quality requirements.

Resolves research issues and questions of methodology, analysis, and interpretation.

Oversees the recruitment and hiring of research staff.

Speaks at professional conferences to advance NCCD's mission, research, and system improvement initiatives.

Publishes articles in peer-reviewed journals and NCCD publications.

Works with NCCD's chief program officer on the operating budget for the research and analytics team.

Supports strategies to ensure agency focus on core areas that support the organization's strategic direction.

Manages multiple projects.

### **LEVEL OF AUTHORITY**

Reviews grant requests and works with staff to determine the priority of grants and final submissions.

Provides guidance and support to determine project priorities for the research and analytics team.

Assigns staff and resources to projects, programs, and grants as necessary.

Approves timesheets for supervised staff and expenses for projects he/she oversees.

### **Supervisory Responsibilities**

Supervise and evaluate the performance of staff as assigned.

### **Knowledge/Skill Requirements**

Master's degree or higher in social science, math, computer science, law, or public policy.  
Knowledgeable in the fields of child welfare, juvenile justice, and/or human services practice.

Proficient in qualitative and quantitative research designs, data collection methods, and types of research.

Knowledge of SQL, especially query writing and methods for manipulating data from relational databases, is a plus. Knowledge of SPSS is a plus, especially in the area of syntax writing to describe data, match files, and aggregate data.

Advanced writing, public speaking, project management, and grant-writing skills.

Demonstrated ability to raise funds and secure grants from public- and private-sector sources.

Ability to manage numerous projects simultaneously.

Work schedule: Full-time position (40 hours/week)  
Location: Madison, Wisconsin  
Deadline to apply: October 9, 2015

### **COMPENSATION AND BENEFITS**

- Competitive salary commensurate with experience.
- Benefits package includes medical; dental; flexible spending plan; life insurance; 403b; pension; and paid vacation, sick leave, and holidays.

### **TO APPLY**

Please submit the following to [NCCDResearchRecruiting@nccdglobal.org](mailto:NCCDResearchRecruiting@nccdglobal.org):

- Resume
- Cover letter
- Salary requirements

### **PROCESS**

Applicants selected for an interview will be contacted in the week following the application deadline.

NCCD provides equal employment opportunities to all qualified applicants regardless of age, religion, sex, physical disability, medical condition, veteran or marital status, color, sexual orientation, gender identity, gender expression, race, national ancestry, or any other protected category.