

# Research Manager, Applied Research Projects



## Job Summary

The Growth Lab is an academic research program housed at Harvard's Center for International Development. The lab hosts a dynamic, multicultural, and cross-disciplinary group of individuals who bring together their talent and skills to develop top-notch research to understand the challenges and obstacles to economic growth. As part of its mission, the Growth Lab engages actively in applying its research in policy engagements.

Research Managers play a critical role in advancing the Growth Lab's applied research agenda working under the direction of the Principal Investigator and in coordination with senior lab leadership. Research Managers participate in all aspects of projects and as such must draw upon a wide variety of skills and competencies, including working effectively with faculty, staff, and external stakeholders; synthesizing research findings from different project workstreams and integrating them into an internally consistent narrative; leading research streams and research planning; providing thought guidance and mentorship to teams; and facilitating access to key resources to advance the research work.

The Research Manager will co-manage up to two large-scale Applied Research Projects. The Research Manager will be responsible for managing and supporting a team of researchers that will include faculty experts, policy practitioners, research fellows and research assistants, running the day-to-day project management, guide research design and implementation, as well as overseeing budget execution, data management, reporting and other operational tasks. This position requires a self-driven candidate with proven management experience and familiarity with applied economics research who can work with multiple stakeholders, to deliver on project objectives. Candidates should be willing and able to thrive in a dynamic organizational environment, bringing high levels of integrity and commitment to the work. The candidate should be able to effectively navigate the institutional and policy landscape of the countries in which the teams are deployed and appropriately represent the Harvard Growth Lab with external stakeholders.

The selected candidate will have the opportunity to join a team of leading economists and public policy experts at Harvard and other reputed universities, to lead a cutting-edge development research agenda and gain first-hand experience working with policy partners, developing research inputs for policy design, and conducting rigorous data analysis.

## Position Responsibilities:

**Policy Research Engagements (70%)** – Expected to be actively engaged in 1-2 research projects at a time

- Manage projects, including the definition of research questions, scope of work, skills required and distribution of work among team members, internal and external milestones to accomplish project goals, and ensuring work meets highest quality standards.
- Oversee research input from associates, interns, and fellows, including guiding and teaching others in the appropriate use of statistical and analytical tools; monitoring progress by means

of high-frequency meetings with individuals and the group, to provide guidance and timely feedback.

- Gather feedback and suggestions on research outputs from faculty, principal investigators, and senior researchers, and accurately interpret and act on recommendations for analyses.
- Manage relationships with funding organizations and collaborating institutions; work with supporting institutions to coordinate project execution and logistics.
- Design and implement research support systems to ensure research project success, including systems for identifying policy counterparts, making data requests, and other key research functions.
- Provide oversight for secure data management and code documentation.
- Coordinate country missions, align mission agenda with research objectives, accompany the teams in the field as needed to ensure robust management of program activities and research.
- Participate in presenting key research findings to internal and external academic and non-academic audiences.
- Contribute to drafting reports and research publications, including contributions to intermediate and final products: project reports, policy memos, policy recommendations and policy briefs; updating the Growth Lab website.

#### **Research Operations and People Management (15%)**

- Provide inputs and support for the administrative management of projects, including financial management, budgeting, procurement, contract set-up and compliance, reporting, deliverable tracking, etc.
- Work closely with Growth Lab staff and senior leadership to ensure project budgets accurately reflect project design, and budgets are updated appropriately.
- Oversee and manage external experts' research collaborations (including vendors, consultants, non-Growth Lab faculty).
- Identify and expand internship opportunities for students in the MPA/ID and MPP programs.
- Support the recruitment and mentoring, including recommendations for hiring and onboarding processes, of new research fellows and staff.
- Support the design and implementation of policy or training workshops for research fellows, research associates, interns, and other lab affiliates.
- Contribute to the development of new projects, proposals and grant applications as needed.
- Contribute to organizational priorities with other Growth Lab staff and researchers.

#### **Research Outreach and Communications (5%)**

- Participate in outreach efforts including conferences, master classes, thematic presentations and podcast interviews at the Growth Lab and elsewhere; build upon existing programs such as the Development Talks by identifying and inviting potential speakers.
- Provide direction, content, and support on communications to more effectively present research and policy outputs to an outside audience, including the Harvard academic and student community, other research centers and groups, funders, and donor organizations.

## Basic Qualifications

- Master's degree in Economics, Public Policy, International Development, Business Administration, Data Science/Network Science, or related field.
- Proven analytical skills and knowledge of common statistics and visualization software packages (e.g. STATA, R, Python, Tableau, etc.)
- Excellent judgment in problem solving and decision-making.
- Flexibility, self-motivation, and the ability to manage multiple tasks efficiently with strong attention to detail.
- Excellent communication skills, including ability to present recommendations to senior leaders and stakeholders.
- Ability to work in a multicultural environment.
- Flexibility in working hours to accommodate coordination across teams in multiple time zones and to implement research activities.
- Willingness to visit research project sites as necessary.
- 5+ years of work experience in international development and/or advancing complex research and policy-oriented projects.
- 2+ years of management experience in the public or non-profit sectors or other directly related experience.

## Additional Qualifications and Skills

- Familiarity with the Growth Lab's work and methodologies.
- Arabic, French, Russian, or Spanish language proficiency a plus.
- Working knowledge in either: 1) Economic theory focused on growth and/or trade theory or 2) Applied econometrics with an emphasis on identification strategy.
- Experience working with data of varying quality and from varied source systems;
- Experience working with public officials and civil servants.
- Experience in higher education is advantageous, particularly an understanding of core stakeholders in academic institutions and the boundaries and opportunities of working in an academic setting.

## Applying

We invite qualified candidates to send a cover letter, resume, transcripts for all degrees (undergraduate and graduate), and a brief (1-2 pages) writing sample on a policy issue (i.e. policy memo, or research). Please send all documents in PDF to [growthlab\\_cid@hks.harvard.edu](mailto:growthlab_cid@hks.harvard.edu) referencing RESEARCH MANAGER, APPLIED plus first and last name in the subject line. Applications will be accepted until **August 31<sup>st</sup>, 2022**. No applications will be considered without all the required documents. Qualified candidates will be invited to first-round interviews shortly after.