



235 Montgomery Street, Suite 470  
San Francisco, CA 94104

## ABOUT EARN

EARN is an award-winning California-based nonprofit that gives low-income workers the power to create economic prosperity for their families for generations to come. Since 2001, EARN has helped tens of thousands of low-wage families through innovative financial products including matched savings accounts, checking accounts for the unbanked, micro-loans, and money management coaching.

EARN evaluates our impact and reports on new data regularly, sharing lessons learned and best practices in order to transform the financial services landscape and to champion effective public policies.

Our ultimate vision is that millions of well-informed, low-income American families will achieve financial success through proven strategies, fair public policy, and their own hard work.

We are dedicated to creating and expanding low and moderate income people's access to wealth through the use and study of innovative financial products, services and policies. EARN is a proven innovator — a co-founder of the Bank on San Francisco program, one of the nation's leading practitioners in matched savings accounts, and a leader in offering financial coaching to low income workers. EARN has also been a leader in developing a statewide focus among policymakers in California on asset building as a way to create prosperity for low income workers. For more information about EARN, please visit [www.earn.org](http://www.earn.org).

## ABOUT THE POSITION

EARN is seeking an experienced Research Manager who will manage and elevate EARN's applied research portfolio. This is a new position that will play a critical role in helping EARN succeed in using our work creating prosperity for real people, to create an evidence-based path to policies and practices that will help millions around the nation, build assets and create new cycles of economic prosperity.

The candidate must be an experienced researcher with the ability to view our work at 20 feet and 20,000 feet. Candidates also need to be highly collaborative, team players with a great passion for economic opportunity, and the highest standards for excellence in the work they produce.

## KEY RESPONSIBILITIES

- Manages evaluation of EARN outcome data
- Executes research plan
- Maintains quality controls
- Manages research interns
- Works closely with teams within EARN
- Develops research best practices for the asset building field
- Works closely with research partners to refine theoretical, methodological, and empirical approaches to research projects
- Takes the lead in working across the organization to develop and publicize all research findings
- Manages significant research budget
- Assists in the formulation of research-based asset policy recommendations for federal and statewide policy
- Prepares, edits, and presents for publication research findings, and policy briefs

## QUALIFICATIONS

- Masters in public policy, economics, political science or related field where both qualitative and quantitative research methods are typically used in research projects; PhD a plus
- 5 years of policy-focused applied research management experience in either a non-profit; a think-tank; a public sector agency; or an academic research department
- 5 years direct people management experience
- 5 years experience managing a research budget
- Demonstrated ability to work with research partners
- Demonstrated ability to conduct both qualitative and quantitative analysis
- Outstanding communications skills – both written and verbal
- Highly collaborative work style
- Demonstrated ability to draw information from a wide variety of fields to both inform and interpret public policy research
- Publication record a plus

## COMPENSATION AND BENEFITS

EARN offers a highly competitive salary and benefits package including full health and dental insurance, retirement savings matching, paid vacation and sick leave, and potential for retention pay.

## HOW TO APPLY

Interested candidates should send a resume, cover letter and recent writing sample to [jobs@earn.org](mailto:jobs@earn.org)

EARN is an equal opportunity employer, and does not discriminate on the basis of race, gender, national origin, ethnicity, religious affiliation, physical or mental disability, age, medical condition or sexual orientation.