

## Girls Incorporated® JOB DESCRIPTION

**Position Title:** Director of Research

**Location:** Girls Incorporated National Resource Center  
Indianapolis, Indiana



**Responsible To:** Chief Operating Officer

Inspiring all girls  
to be strong,  
smart, and bold<sup>SM</sup>

**Background:** Girls Incorporated® is a national nonprofit organization that inspires all girls to be strong, smart, and bold<sup>SM</sup>. With local roots dating to 1864 and national status since 1945, Girls Inc. has responded to the changing needs of girls and their communities through research-based programs and advocacy that empower girls to reach their full potential and understand, value, and assert their rights. Girls Inc. public education extends the values of girls' rights to adults, as well as giving them the tools they need to assist girls' efforts to access their rights.

**Function:** The function of the Girls Inc. Research Department is to ensure that Girls Inc. learns about girls and young women and the challenges and issues girls face, thus helping to generate support and solutions. The department is responsible for identifying and providing information, knowledge, research, and processes that serve as the foundation for Girls Inc. programming, operations, advocacy, and public education, as well as support for organizational decision-making. The Director of Research is charged with oversight over that work and approves on all research activities at Girls Inc.

### Principal Responsibilities:

1. Design and lead primary research about girls and girls' issues, maintaining the organization's currency and sound reputation for research and statistics about girls and the issues they face, and producing reports and position papers so that learning can be applied to Girls Inc. programming, advocacy, and public education initiatives.
2. Design and lead secondary research about girls and girls' issues, monitoring critical relevant information resources, producing knowledge tools and informational materials (i.e., fact sheets, resource lists, literature reviews)
3. Design, develop, and implement strategies for evaluating new and ongoing national programs and the Girls Inc. experience, including the scientific impact evaluation of major national programs and the effectiveness of organizational structures and processes in helping girls and young women thrive.
4. Work closely with the Program & Training Services Department, taking the lead in establishing the research base of programs and program components, in assuring

the consistency of programs with girl-focused research and with Girls Inc. goals and values throughout program development and implementation, and providing the rationale/need statement, logic model, evaluation tools, and annotated resource list for each program as it is published in new or significantly revised form.

5. Initiate and implement a vigorous strategy for getting Girls Incorporated programs and programming recognized as best practice and model programs in public and private listings.
6. Manage the research and information functions, including sustaining the excellence of the Girls Inc. library and the development and reporting of any surveys of affiliates.
7. Work closely with the Development Department to conceptualize and develop major fundraising proposals and budgets with significant research and evaluation components that support the Girls Inc. Business Plan.
8. Serve as a member of the Girls Inc. Management Team, participating in organizational planning and decision-making.
9. Serve as a Girls Incorporated spokesperson, advocate for girls and organizational representative; participate in public policy, visibility and public relations initiatives to increase understanding of girls' issues and Girls Incorporated.
10. Seek and manage relationships with researchers in academic and independent institutions, youth development professionals, program developers, trainers, policy makers, evaluators and other individual and organizational experts on the strengths and needs of girls and young women. Represent the organization in strategic alliances with organizations and institutions in these fields.
11. Serve as staff liaison to the Girls Incorporated National Board about research and information matters, including administering the Girls Inc. Institutional Review Board.
12. Encourage a work environment in which racial, ethnic, gender and religious differences are valued and managed productively.
13. Conduct other duties as assigned by the President and Chief Operating Officer.

**Supervisory Responsibilities:** Research and information staff, currently including three fulltime members (1 Research Associates, 1 Librarian, and 1 Research Administrator) as well as several part-time interns.

**Qualifications:**

- Education:** Ph.D. or equivalent doctoral level degree in appropriate social science field.
- Knowledge:** Commitment to the philosophy and mission of Girls Incorporated.
- Knowledge of research on girls' growth and development; of programmatic responses to girls' strengths and needs, interests and opinions; of research design and evaluation in assessing educational and service programs; of communication with diverse audiences through many media; of proposal writing and marketing; of voluntary organizations and their structure; and of budget preparation and fiscal management.
- Experience:** Previous experience in designing, developing, implementing and reporting on youth development programs and action research; demonstrated ability to manage complex program development in a cross-departmental team environment, research and evaluation projects; experience in fundraising, financial management and supervision of staff; record of successful proposal development; record of published research in professional, refereed journals.
- Superior writing and public speaking skills; sophisticated computer/information technology skills.
- Compensation:** Commensurate with education, skills and experience, including the excellent Girls Inc. benefits package.

**HOW TO APPLY:**

Qualified candidates should send resume with cover letter and salary range/requirements. No calls please.

Girls Inc.  
ATTN: Director of Research Search  
120 Wall Street, 3<sup>rd</sup> floor  
New York, NY 10005

Or email (preferred) to: [researchjobs@girlsinc.org](mailto:researchjobs@girlsinc.org).

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