



Children's Defense Fund-Ohio Project Manager - Research and Data (Part-Time)

Children's Defense Fund is a non-profit child advocacy organization that has worked relentlessly for nearly 40 years to ensure a level playing field for all children. We champion policies and programs that lift children out of poverty; protect them from abuse and neglect; and ensure their access to health care, quality education and a moral and spiritual foundation. Supported by foundation and corporate grants and individual donations, CDF advocates nationwide on behalf of children to ensure children are always a priority. We are a national organization—headquartered in Washington, D.C. with offices around the country—and have the capacity to work for children at the federal, state and community levels. The Children's Defense Fund-Ohio office was established in 1981. During the last 30 years, we have been a voice on the Ohio map advocating for children.

The Opportunity

The Project Manager - Research and Data (Project Manager), will work under the direction of the Policy Director and oversee all aspects of the Ohio KIDS COUNT project* to ensure child well-being data disseminated to the public is timely, accurate, and accessible. *This is a part-time position.*

The Project Manager will manage other data and research projects and be part of the policy team, ensuring that policymakers and the public receive timely, accurate information and policy recommendations that fulfill CDF-Ohio's mission to serve as a voice for Ohio children, particularly children of color, children with disabilities, and children in poverty.

Specific responsibilities include:

- Research data sources and verify data collection
- Establish relationships with primary data source contacts at the federal, state, county and local levels, including other non-profits, who collaborate on data concerns and queries
- Perform data analysis and write reports for the annual KIDS COUNT Data Book and other KIDS COUNT publications
- Maintain and update the Ohio page of the online KIDS COUNT Data Center
- Oversee the production and publication of KIDS COUNT data products
- Develop a media strategy to announce KIDS COUNT data and product releases
- Represent KIDS COUNT and CDF-Ohio by communicating with media outlets
- Research and write grant reports & applications, and explore creative avenues for funding
- Assist with CDF-Ohio programming and policy efforts
- Research and write issue briefs on child policy issues
- Supervise graduate students, interns, and fellows in research and writing projects

- Respond to data and information requests from external constituents
- Prepare materials for staff presentations, meetings and conferences
- Assist with communications, social media strategy, e-newsletter production and website maintenance
- Review and edit other CDF publications

Minimum Qualifications

- Graduate Degree (Master's or higher preferred)
- Significant coursework or field experience in quantitative research
- Ease with data and data management
- Fluency in the Microsoft Office Suite (especially Excel)
- Excellent writing and research skills
- Highly developed attention to detail
- Adept at critical thinking and problem-solving
- Organized and able to work independently
- Strong interpersonal skills and able to work in a team environment

Desired Experience

- Previous experience communicating with policymakers, media, legislators, and the public
- Previous grant writing experience
- Volunteer or work experience in child advocacy or an agency/institution serving children and families

* Through the generous support of the Annie E. Casey Foundation's KIDS COUNT national project (www.kidscount.org), the Children's Defense Fund-Ohio produces the annual [Ohio KIDS COUNT Data Book](#), publishes briefs on key policy issues, and maintains web access to KIDS COUNT Ohio data. By providing policymakers and citizens with the current state of child well-being, we educate local, state, and national policy discussions and decisions that affect children's daily lives.

Application Process

To apply, please submit resume, detailed cover letter and references (3) to Pam Kreber, pkreber@childrensdefense.org. Please place *Project Manager – Research & Data* in the subject line.

Salary commensurate with experience.

The Children's Defense Fund is an Equal Opportunity Employer