



Research Manager

Job Announcement – August 2026

Council of the Great City Schools

The Council of the Great City Schools, a coalition of 82 of the nation's largest urban public school systems, is seeking a Research Manager. The Council is dedicated to the improvement of education for children in the inner cities and works to help our schoolchildren meet the highest standards and become successful and productive members of society. The organization also provides a network for school districts sharing common problems to exchange information, and to collectively address new challenges as they emerge to deliver the best possible education for urban youth. For more information, visit [About the Council](#).

The Research Manager is primarily responsible for leading and conducting research as well as collecting and analyzing data on urban school districts. The research manager will also lead the development of regular Council reports, surveys, and other publications as well as provide support for our annual conferences.

Reports To: This position reports to the Research Director

Location: The ideal candidate will live in the District of Columbia, Maryland, or Virginia area. The Council's office is located in the District of Columbia. Council staff telework 2 days a week.

Travel: Willing and able to travel up to 10-15%. This includes attendance at conferences.

Experience:

1. Master's degree in a social science or research field such as education research, education policy, sociology, psychology, public policy, statistics, etc.
2. 3+ years' experience in education research; experience with education datasets.
3. Knowledge of statistical and research methods is preferred.

Qualifications and Skills:

- Excellent research and analytical skills, including experience conducting quantitative and qualitative analyses, advanced statistical analyses, and in-depth literature reviews.
- Ability to design and carry out research projects, interpret findings, and present results accurately and clearly.
- Experience conducting research in or in partnership with school districts, with a good understanding of education policy and practice.
- Ability to communicate complex statistical findings to diverse and non-technical audiences through clear writing, presentations, and effective data visualizations.
- Excellent written and oral communication skills.
- Strong organizational and project management skills, including the ability to manage multiple projects, shift priorities, and meet deadlines in a fast-changing environment.
- Strong attention to detail, follow-through, initiative, and ability to work independently while keeping the Director of Research informed of progress.

- Strong interpersonal skills and the ability to work effectively with colleagues, funders, researchers, and school district leaders.
- Knowledge of data-cleaning, validation, documentation, and quality-assurance processes.
- Advanced proficiency in Microsoft Excel is required.
- Experience developing dashboards using Tableau and developing and administering surveys using Qualtrics.
- Experience using statistical software such as R, SPSS, or Stata is preferred.
- A strong commitment to expanding educational opportunities for students from low-income communities and students in urban school districts, and a belief in the important role school districts play in serving students and families.

Major Responsibilities include:

- Support the Director of Research in conducting and coordinating research studies, data collections, and analytic projects.
- Manage project timelines, track deliverables, and coordinate follow-up with staff, member districts, consultants, and research partners.
- Conduct quantitative analyses of district, state, and national education data using appropriate statistical methods.
- Develop and administer surveys and develop reports on results.
- Prepare tables, charts, dashboards, presentations, research briefs, and reports that communicate findings clearly and accurately.
- Draft and edit research findings and other written materials for district leaders and external audiences.
- Review data, calculations, visualizations, and written products for accuracy, consistency, and completeness.
- Respond to data and research requests from member districts and assist with benchmarking and interpretation of results.
- Support meetings, webinars, conference sessions, grant activities, and partnerships related to the Council's research agenda.
- Maintain organized project files, data documentation, research protocols, and quality-control procedures.

This job description is not exhaustive, and the Research Manager may be required to undertake other appropriate duties and projects from time to time.

Compensation:

1. Annual salary ranges from \$70,000-\$90,000.
2. The Council of the Great City Schools offers a comprehensive benefits package.

How to Apply: Please submit your cover letter and resume to Akisha Osei Sarfo at asarfo@cgcs.org with the subject line: "Research Manager Application." Screening of complete applications will begin immediately and continue until Monday, August 17th.

The Council of the Great City Schools is an equal opportunity employer. Candidates for employment are considered without regard to race, age, religion, color, sex, national origin, disability, citizenship, military status, marital status, sexual orientation, or any other characteristic protected by federal, state or applicable local law. Our non-discrimination policy applies to all facets of employment, including recruiting, employment, promotion, demotion, dismissal, compensation, and training opportunities.