

**Director of Research | Vice President of Research**  
**Gender Equity Policy Institute**  
**Los Angeles, California**  
**Location: Remote, Hybrid, or in person**  
**Full-time / Exempt**  
**Posted: October 28, 2022**

### **Position Overview**

[Gender Equity Policy Institute](#), a nonprofit dedicated to advancing gender equity in the United States, has an opening for a senior leader of the Research and Data Analysis department at the Director or Vice President level. The successful candidate will be responsible for planning, designing, and executing research that advances the organization's [mission](#). The review of applications will begin on November 29, 2022, and will continue until the position is filled.

This position is an excellent opportunity to shape and produce impactful research to influence national and state policies, as well as to shape the research agenda and strategy of a dynamic and growing equity organization.

The Director or Vice President of Research will be responsible for leading and managing our policy analysis and data-based research publications. They will lead a collaborative and creative team of researchers, social scientists, and data analysts to produce and write high-level reports and briefs. Reporting to the President, they will be an integral member of the management team that develops and implements GEPI's strategic research plan.

### **About GEPI**

Gender Equity Policy Institute is an independent nonprofit organization dedicated to advancing opportunity, fairness, and equity for all people through research and education exposing the gender impacts of the policies, processes, and practices of government and business. We conduct and publish research on the best practices for advancing gender equity. We analyze and assess public policies to identify the effects on people of all genders, with particular attention to the impacts on women, people of color, and LGBTQ people who have been historically disadvantaged by discrimination, systemic bias, and structural inequality. By educating policymakers, business leaders, and advocates about the inequities embedded in economic and political processes, we provide the tools and knowledge that leaders need to rebalance systems and secure a just and sustainable future for all people.

At GEPI, we celebrate and respect diversity in all forms. We are seeking applications from candidates who can demonstrate work experience with individuals from diverse backgrounds and who can contribute to GEPI's intersectional gender research. We strongly encourage and seek applications from people of color, people with disabilities, women, men, bilingual and bicultural individuals, veterans, and LGBTQ individuals.

## **Responsibilities**

- Oversee the execution of research projects and publications
- Develop and implement a strategic research plan, in collaboration with other management team members
- Lead and conduct policy analysis and/or data-based research on a broad range of issues
- Write and edit high-level research reports
- Guide publications through review, fact-checking, design, and release processes
- Supervise researchers, including junior and senior data and policy analysts
- Manage project budgets and timelines and produce grant reports
- Provide technical assistance for policymakers, partners, and advocacy organizations

## **Qualifications**

### ***Required skills:***

- Experience with designing, conducting, and writing high-quality empirical research and/or policy analysis
- Outstanding written and verbal communication skills
- Strong project management skills
- Excellent attention to detail
- Ability to communicate effectively with both technical and non-technical audiences
- Experience with staff supervision
- Ability to work closely with others as part of a team, as well as to work independently
- Ability to work well under pressure with tight deadlines and multiple priorities
- Commitment to Gender Equity Policy Institute's mission and approach

### ***Preferred skills, but not required***

- Experience in intersectional gender studies and/or gender policy
- Research experience in quantitative methods
- Understanding of public U.S. data sets, such as ACS and CPS
- Ability to perform and supervise complex quantitative data analysis of large datasets and trends, using econometric and/or other statistical methods
- Knowledge of statistical/programming languages, experience with R a plus
- Experience with identifying funding opportunities and grant writing
- Experience leading applied research projects or policy development in government, academia, or independent research institution

## **Education and Prior Work Experience**

Master's degree in social science or humanities discipline plus 5 years of related work experience, or PhD plus 3 years of experience as a senior researcher, manager, or director of projects or programs in an applied research setting.

## **Location**

Gender Equity Policy Institute has offices at the Los Angeles Cleantech Incubator in the Arts District of Los Angeles, California. We support in-person, hybrid, and fully remote work. Employees are currently working hybrid in Los Angeles and remotely across the United States.

## **Salary and Benefits**

GEPI's salaries are competitive. The salary will be commensurate with the skills and experience of the successful candidate. Benefits include generous paid time off, flex time, and medical, vision and dental insurance.

**To Apply**

Please send a cover letter highlighting your relevant experience and skills and explaining your interest in working at Gender Equity Policy Institute, along with your resume or CV to: [careers@thegepi.org](mailto:careers@thegepi.org) with “**Vice President/Director of Research Application**” in the subject line. Applications are accepted only via email and those without a cover letter will not be considered.

The Gender Equity Policy Institute is an equal opportunity, fair chance, affirmative action employer committed to building a diverse and inclusive workforce. All qualified applicants will be considered for employment without regard to race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, gender identity, military status, prior history of arrest or conviction, caregiver status, or other categories protected by law.