

Evidence to Scale Manager JD

Job Title: Research Policy Manager 1	Position Title: Evidence to Scale Manager
Reports to: Evidence to Scale Senior Manager / Lead	% Effort or Wkly Hrs: 100%
Department: Abdul Latif Jameel Poverty Action Lab	Prepared by: E2S team

To apply: Please upload a single PDF document of the following components into the “Resume” field on the MIT portal.

1. Cover letter - outlining why you are interested in J-PAL Global and why you are qualified for this role
2. Most recent Resume/CV
3. Transcripts (unofficial transcripts accepted).

Principal Duties and Responsibilities (Essential Functions):**

The primary responsibilities of the Evidence to Scale Manager will center on:

1) Organizational learning: Facilitate organizational learning at J-PAL on evidence use, scale, and government partnerships, including organizing our E2S internal learning series and our community of practice in collaboration with E2S leadership and regional office colleagues around the world. Contribute to, and in some cases lead, efforts to codify and disseminate organizational learning more broadly. Support E2S vertical’s efforts to ensure J-PAL is learning from other actors focused on catalyzing the scale of evidence-based interventions and building partnerships with government to support them in using evidence.

2) Initiative management: Working with the Senior E2S Associate, co-manage the [Innovation in Government Initiative](#) (IGI) - J-PAL’s primary funding initiative focused on scale and evidence use. Includes organizing funding competition rounds, coordinating review processes, liaising with our Finance & Operations team to manage grants funded by the initiative, engaging with applicants and grantees on the substance and logistics of their proposals/projects, and reporting to the initiative donors. Draw on lessons from IGI to support [other J-PAL funding initiatives](#) that are interested in strengthening their focus on evidence use and scale to do so.

3) Advising and fundraising on specific E2S opportunities: Serve as a trusted advisor and thought partner to J-PAL regional offices, researchers in J-PAL’s research network, and J-PAL partners on adapting evidence-based interventions to new contexts, piloting and scaling evidence-based interventions, and designing new interventions with scalability in mind from the beginning. Examples of the range of topics you might collaborate on include: assessing the scalability of an innovation, developing a scale strategy with a government partner in a particular country or region, creating process monitoring systems to ensure

high-quality implementation at scale, and identifying opportunities to improve scalability and cost-effectiveness of delivery models through better use of technology.

4) Partnerships: Support, develop, and, in some cases, lead partnerships with global organizations around E2S-related topics and opportunities.

5) Tools and resources: Identify, develop, and manage tools and resources to enable J-PAL colleagues and practitioner and policymakers partners to better use evidence and to support our research network to more effectively support policymakers and practitioners to use and apply evidence.

6) Donor engagement support: Support efforts to mobilize funding to support J-PAL's E2S efforts, with philanthropies, bilateral and multilateral donors, and high-networth individuals. Includes engaging with our fundraising staff on donor research, drafting materials for donors, and participating in donor discussions.

As the Evidence to Scale vertical is still evolving, we anticipate this role will be fluid and may change over time; we therefore seek candidates who are excited about, and able to operate effectively within, that fluid environment, including taking on other workstreams not enumerated here that further the Evidence to Scale vertical and organization's mission, when needed.

Supervision Received:

This role will be coached by the Evidence to Scale Senior Manager / Lead.

Supervision Exercised:

None

Qualifications & Skills:

We are looking for someone with both a passion for and experience relevant to enabling others to use rigorous evidence to drive cost-effective improvements in the lives of the poor at scale.

- **Education:** You have a Master's degree with significant coursework in public policy, public administration, international development, international affairs, economics, or a related field and have demonstrated academic interest in rigorous evidence about poverty alleviation.
- **Experience:** You have at **least 6** or more years of relevant and substantial work experience. This experience should include at least two years of experience working in a low- or middle-income country, applying rigorous evidence to program or policy design and implementation, and scaling one or more evidence-informed development intervention(s). Ideally, in this work, you have either worked for or with governments and collaborated with coalitions of organizations and people including researchers. You have experience getting things done even in contexts where you lack direct control and are adept at using advice, influence, and support to enable the work of others.
- **Mindset and management:** You are hypothesis-driven, thrive in navigating situations and workstreams with no 'one right answer,' adept at identifying and weighing trade-offs relating to time, funding, and other scarce resources, and able to juggle multiple projects simultaneously. You are passionate about

international development policy and the rigorous research that informs it. You are self-motivated, humble, work hard, and enjoy collaborating in teams.

- **Skills:** You are very comfortable using Google Workspace (Docs, Sheets, Slides, etc.) and learning computer applications that J-PAL staff more broadly need to use, including Salesforce. Experience using Slack to communicate across team and office silos and to communicate within distributed teams is a plus. Knowledge of French, Spanish, Arabic, Portuguese, Bahasa Indonesia, or other languages spoken [in our regions of work](#) is a plus.
- **Communication:** You are a strong communicator, able to communicate clearly in writing and orally with diverse audiences from around the world. Ideally, you are also a skilled presenter, adept at using well-developed slides, when appropriate.
- **Organization:** You are a strategic thinker. You can handle managing multiple projects at once with little supervision, meet deadlines, and effectively manage your time, as well as others'. You are a strong upward communicator and manager, proactively sharing updates, escalating concerns, and teeing up recommendations or decisions on which you need engagement.
- **Cultural competencies:** You are comfortable and adept at working in a diverse and multicultural work environment, with colleagues, partners, and policymakers from around the world. You display sensitivity, adaptability, and inclusivity in your engagement with people from diverse backgrounds including age, ability, culture, gender, nationality, race and ethnicity, religion, sexuality, socioeconomic status, and other identities. We appreciate candidates who have familiarity with concepts and frameworks such as racial equity or gender analyses.
- **Attitude:** You love learning. You thrive thinking in a cross-sectoral and cross-regional way. You are self-motivated, humble, work hard, and enjoy working in teams. You value and are comfortable receiving feedback, providing feedback, and supporting the growth and development of others.
- **Travel:** Ability and willingness to travel 10-15% of the time.