
UNITED WAY OF NORTHERN NEW JERSEY

Research Manager, United For ALICE

Organization Overview:

[United Way of Northern New Jersey](#) works to ensure opportunity and stability for those families struggling to make ends meet, including **ALICE**® (Asset Limited, Income Constrained, Employed) and those in poverty.

United Way of Northern New Jersey is one of 1,800 United Ways around the world. Each United Way is an independent entity that serves a specific community. This United Way is unlike any other in the country, running both a national research organization called United For ALICE as well as serving community needs across a five-county region including Morris, Somerset, Suburban Essex, Sussex, and Warren counties. The funds raised by this United Way are invested in unbiased data insights, innovative solutions, and on-the-ground impact to address financial hardship, improving life for ALICE and all.

Our Values:

[United Way of Northern New Jersey](#) is committed to creating an inclusive environment where everyone feels valued, respected, and empowered. We actively encourage applications from individuals of all backgrounds. Our goal is to foster a workplace that reflects the rich tapestry of human experiences, perspectives, and talents. Join us as we build a diverse and vibrant team!

Department: United For ALICE

Reports to: Director of Research and Strategic Analysis, United For ALICE

Broad Function/Purpose:

The Research Manager is an integral part of the Research Team, contributing to a variety of United For ALICE reports, tools, initiatives, and the expansion of our national partner network. Work includes collaborating on ALICE metrics, narrative, website content, and data visualizations; developing and coordinating data requests, data trainings, and stakeholder presentations; tracking team progress toward collective goals; and engaging with key stakeholders and data users, including United Way state partners, prospective state partners, Research Advisory Committee Members, and leaders in the non-profit sector, business, government, philanthropy, and education.

The Research Manager should have strong attention to detail, be very organized, and have experience leading teams to meet collective goals. Strong verbal and written communication skills are also important, as is a willingness to learn about new tools and topics related to research on financial hardship. Prior project and team management experience is preferred.

Primary Responsibilities:

- Collaborate with Research Team Members in the planning, development, and production of United For ALICE metrics, reports, website content, and data visualizations
- Manage data requests from internal departments, United Way partners, and external stakeholders to support grant applications, needs assessments, community programs and services, advocacy, policy-making efforts, impact evaluation, and external research; this includes reviewing requests, coordinating with team members, and responding with relevant datasets
- Track team progress toward collective goals by making updates in our project management tool (Monday.com)
- Manage webinars and data trainings for partners and data users across sectors, including scheduling, logistics, presentation design, notes, and follow-up
- Use contact management tools (i.e., Raiser's Edge NXT) to maintain critical contact lists, including state Research Advisory Committees, Leadership Committees, and United Way partners
- Participate in meetings with prospective states to introduce the ALICE research and demonstrate the value of joining the partner network
- Meet with external partners to evaluate opportunities for data-sharing and collaborative research; contribute to the projects advanced by the Research Team

Requirements:

- Passion for the vision and mission of United For ALICE and United Way of Northern New Jersey
- Strong attention to detail, organizational skills, and communication skills (verbal and written)
- An understanding of cross-functional team dynamics along with the ability to facilitate effective interactions by working collaboratively with representatives from different departments
- Ability to work independently in an evolving remote environment
- Past project management, team coordination, and/or administrative support
- Experience with Microsoft Office tools (Word, Excel, PowerPoint)
- Commitment to advancing our research team's focus on equity, inclusion, and accessibility for ALICE individuals and families
- Ability to foster ongoing relationships with multiple stakeholders
- Comfort working with large datasets and spreadsheets
- Aptitude in decision-making and problem-solving
- Proficiency in Microsoft 365
- Proficiency in Zoom, including managing the back end of large meetings
- Bachelor's or Master's degree (preferred) or equivalent experience
- Three or more years of experience in a related field

Job Type:

- Full time: 35 hours per week

Compensation:

- \$60,000-\$70,000

Work Environment:

- This job function uses standard office equipment, such as computers, phones, printer, and photocopiers
- Hybrid: Primarily remote, some office meetings with staff, board volunteers, vendors, and donors

Equal Opportunity Policy:

United Way of Northern New Jersey provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

[Submit resume and cover letter here](#)