

## RESEARCH PORTAL PROJECT COORDINATOR

Washington D.C. – Full-Time, Telework or Remote eligible

### ABOUT THE POSITION

The Office of Management and Budget (OMB) in the Executive Office of the President (EOP) is seeking a Research Portal Project Coordinator to help design and execute a new process to align academic work to policy-relevant government research priorities to build evidence where it is most needed. This is a 1-year full time placement under an Intergovernmental Personnel Act (IPA) agreement.

**Current federal employees are not eligible for this position.**

### WHAT YOU'LL BE DOING

- Managing the development of a new online Research Portal for external academics and researchers to connect with and support Federal agencies in executing the priority activities identified on their Learning Agendas. This will be modeled after similar efforts in North Carolina (<https://projectportal.nc.gov/>) and San Antonio (<https://researchpartnerships.sanantonio.gov/>).
- Using communication and collaboration skills to work with individuals from various backgrounds and disciplines both inside and outside of government, including meeting facilitation, identifying potential partners, and conducting outreach to increase awareness and engagement.
- Advancing 5 to 7 successful partnerships that demonstrate the proof of concept needed before scaling the Research Portal further.
- Supporting researcher-agency collaborations through all stages of the process, which includes scoping conversations with agency staff, identifying and connecting with a relevant set of external experts, facilitating initial interest conversations, and working with all parties to foster potential collaborative partnerships.
- Documenting lessons learned for dissemination both internal and external to the Federal Government.
- Working alongside a high-functioning, dynamic team at OMB responsible for implementing Title I of the Evidence Act and collaborating with agencies to advance their capacity to build and use evidence.

### YOUR BACKGROUND AND ABILITIES

- The candidate must have strong project management skills.
- The candidate must have familiarity with program evaluation, research processes, and other evidence-building approaches.
- Applicants must be organized, flexible, resourceful, and capable of working well independently and on teams, with outstanding written and oral communication skills.
- Demonstrate the ability to work quickly with competing demands to meet tight deadlines, and also feel comfortable working with different individuals and organizations simultaneously, including internal and external entities.
- Possess experience collecting and summarizing complex, sophisticated information into coherent, actionable written products.
- Have familiarity with evidence building in the Federal Government, including the challenges and opportunities facing the Federal evidence ecosystem.
- Have familiarity or experience with the management of Federally-funded or Federally-directed research in university or non-profit research settings.
- Demonstrate familiarity with OMB M-19-23 (<https://www.whitehouse.gov/wp-content/uploads/2019/07/m-19-23.pdf>), Phase 1 Guidance for Implementation of the

Foundations for Evidence-Based Policymaking Act of 2018: Learning Agendas, Personnel, and Planning), OMB M- 20-12 (<https://www.whitehouse.gov/wp-content/uploads/2020/03/M-20-12.pdf>), Phase 4 Guidance for Implementation of the Foundations for Evidence-Based Policymaking Act of 2018: Program Evaluation Standards and Practices), and OMB-21-27 (<https://www.whitehouse.gov/wp-content/uploads/2021/06/M-21-27.pdf>), Evidence-Based Policymaking: Learning Agendas and Annual Evaluation Plans) is strongly desired.

## **HOW TO APPLY**

To apply, please submit a resume, cover letter, and short (2-3 page) writing sample to [evidence@omb.eop.gov](mailto:evidence@omb.eop.gov). In your cover letter, please include information that addresses the following questions:

- Which aspects of this project are you most excited about?
- How do you envision that your skills would help you ensure the project's success?

We strongly encourage candidates from all backgrounds to apply. Application review will begin in early May, but will remain open until filled. Early submission will ensure your application receives full consideration.