Program Manager, Behavioral Insights Group
Harvard Kennedy School
46391BR

Job Code
359056 Admin Dept/Program Admin

Duties & Responsibilities
The Behavioral Insights Group (BIG) at the Harvard Kennedy school (HKS) has an opening for a Program Manager to join a high performing team of faculty, staff and students to create and execute on projects designed to advance the field of behavioral insights. Led by faculty director Todd Rogers, BIG brings together Harvard’s outstanding group of decision research scholars, behavioral economists, social psychologists, and other behavioral scientists to focus their energies on improving how decisions are made, both by leaders, and by individuals.

Working as an integral part of a well-established behavioral science entity at Harvard, the Program Manager will report directly to BIG’s Faculty Director, and will be mainly responsible for a variety of complex administrative, communication, and program-related activities. The Program Manager will work as the first point of contact to external stakeholders, throughout the development, execution, and evaluation of strategic programming aimed at connecting students, faculty members and organizations and governments dedicated to growing the field of behavioral science. BIG is committed to building a culturally diverse group of individuals, and strongly encourages applications from all backgrounds.

Duties & Responsibilities
Specific responsibilities include the successful planning, administration, and overall support of BIG’s core offerings, including:

- Plan and execute all events related to the Behavioral Insights Group; including all small and large conferences, student talks and all-school talks.
- Primary point of contact with academics and practitioners, and governments and organizations both domestically and internationally (specifically academics and behavioral insight units).
- Working closely with BIG’s Faculty Director and the Behavioral Insights Student Group Leadership to implement activities related to the main goals and priorities for faculty members and students.
- Working with Center for Public Leadership (CPL) and HKS Communications teams as they work with national press including marketing and advertising for BIG events and activities. May write newsletters or other publications to promote and disseminate the work of BIG and its affiliated faculty.
- In partnership with the HKS development office, research and recommend potential new relationships with potential philanthropic support for continuation and growth of BIG.
• May prepare grant proposals to generate philanthropic support for BIG’s activities. May serve as a liaison to granting institutions/donors.

Job Activities:
Specific responsibilities include the successful planning, administration, and overall support of BIG’s core offerings, including:

Faculty Engagement, Programming and Facilitating Research Field Partnerships – 30%
In partnership with Faculty Director, assist in designing content and leading the planning and implementation of BIG’s large-scale convenings (e.g. workshops, conferences), and managing all related logistics from beginning to end, including our annual BIG Ideas Doctoral Workshop and collaborations with outside governments and organizations (e.g. the Mayors Innovation Project). Partner with faculty on various project and research opportunities for governmental/organization entities with our faculty. Under the direction of faculty, develop plan, and execute (from start to finish) related workshops/organizations, including single and multi-day workshops for faculty and practitioners. Serve as first point of contact for outside entities to pitch behavioral insights projects to faculty members.

Continued in Additional Information section.

Basic Qualifications
Bachelor's degree and at least 2 years of professional experience including related program management experience.

Additional Qualifications
A degree in decision sciences, economics, psychology, public policy, or a related field is preferred. Knowledge of and interest in the field of behavioral insights and behavior change is strongly preferred, as is:

• Demonstrated proficiency with Microsoft Office and social media channels including Facebook and Twitter.

• Strong project coordination and communication skills.

• Ability to work independently and take initiative but also to seek and take direction appropriately.

• Learning mindset and entrepreneurial spirit.

• Proven ability to establish and manage good working relationships with wide array colleagues and collaborate effectively with a dynamic team, as well as with stakeholders at every level (including students, policy makers, faculty, and more).

• Must be self-motivated, creative and comfortable building collaborative relationships throughout the organization.

• Excellent writing skills, along with strong communication and troubleshooting skills.

• Curiosity and desire to learn and develop new areas of expertise in this area.
• Familiarity with and/or willingness to learn Mailchimp, Wordpress, Qualtrics, Google Docs and Forms, and website administration.

• Familiarity with Harvard systems, applications and policies preferred.

• Demonstrated ability to meet deadlines and independently problem-solve; independent, creative thinker with a point of view and the ability to lead through influence.

The successful candidate will be a motivated and resourceful self-starter with the ability to meet deadlines, independently problem-solve, track multiple projects and deliverables, and communicate clearly with a broad range of stakeholders including senior leadership, staff, faculty, students, and outside governments and organizations.

The successful candidate will possess strong interpersonal, organizational and communication skills, the ability to prioritize and handle a wide range of tasks and projects simultaneously, good judgment, strong initiative and problem-solving skills, and strong attention to detail.

This role is ideal for someone who thrives in a fast moving environment and will be interested in behavioral science and interested in pursuing a career in this area. Candidates hoping to pursue a career or further studies in this field are encouraged to apply.

Candidates hoping to quickly build their knowledge and experience with behavioral science research, and reputation as a reliable, organized, driver of high impact programming in the area of behavioral insights, are encouraged to apply. Note that this role can evolve such that it could be an excellent fit for a candidate with an advanced degree (e.g., MA or PhD) who is interested in building a career in behavioral science.

Additional Information

Continued from Duties & Responsibilities section.

Working with BIG faculty director, execute the strategic planning in the context of behavioral science worldwide. Support existing partnerships with international entities including governments in the U.S., Singapore, Australia, Israel, Brazil and others, as well as private entities such as ideas42, TGG and the Behavioral Insights Team. Identify and recommend new opportunities for partnerships.

Student Engagement, Programming and Outreach – 25%

Oversee a student group with over 800 active Harvard student participants. Oversee all activities related to Behavioral insights Student Group (BISG), including weekly or biweekly co-curricular programming throughout the academic year with relevant faculty, doctoral students and academics/practitioners from outside organizations working in behavioral science. Coordinate closely with and providing logistical support to the BISG Leadership to run programming and activities to meet the needs of our student cohort (e.g. identifying appropriate research opportunities for students on campus), identify conference speakers and attendees, assist in content development, and manage all event logistics. Meet with students one-on-one throughout the year and connecting them to resources according to their BI policy area of interest, and being a main point of contact for outside entities seeking to connect with our students, e.g. through working with them to advertise behavioral projects
for students to work on as their Policy Analysis Exercise (PAE). Create and manage all logistics for doctoral workshops; working with BIG’s International, non-profit and government partners to identify and develop a portfolio of PAE clients to engage students and partners.

**Overseeing BIG’s Overall Communications, and Alumni – 30%**
Manage and maintain BIG website and various other networks including social media. In partnership with CPL’s communication team, recommend and regularly update all of BIG’s communication and social media networks related to our activities and programming, including the design and assembling of our weekly student newsletter which reaches nearly 1000 students across Harvard and elsewhere, manage our bi-annual newsletter which reaches 2500+ stakeholders including governments and organizations across the globe, and document and record BIG faculty research, and disseminate the latest behavioral insights news and developments via our various networks in order to maintain status as world-leading academic group in this field. Recommend new opportunities for alumni engagement to build connections with our growing group of BISG alums globally. Working with CPL, HKS and Harvard-wide communications teams to identify, develop and disseminate information on BIG and behavioral science. Identify outside PR opportunities including drafting articles for faculty for international publication.

**Overseeing BIG’s Budget – 15%**
Oversee and manage financial systems, including financial processing of invoices/reimbursements, vendor setup, allocating financial resources according to annual budget, decision-making on research funding allocation, tracking spending and follow-up. Under the direction of the CPL Finance Team, develops and monitors BIG’s budget in all the areas noted above. In partnership with the CPL Finance Team and the Office of Sponsored Research, develop best practices, processes and communications for grant hosting and management. Oversee all logistics of running a research and student program.

**This position is a fully benefits-eligible term appointment ending one year from date of hire with strong possibility of renewal.**
Harvard University requires pre-employment reference and background checks. Harvard University is committed to supporting a healthy, sustainable learning and working environment.

**Job Function**
General Administration

**Sub-Unit**

**Location**
USA - MA - Cambridge

**Department**
Center for Public Leadership

**Time Status**
Full-time

Union

00 - Non Union, Exempt or Temporary

Salary Grade

056

Pre-Employment Screening

Education, Identity

EEO Statement

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.