

Position Title: Director of Research

Job Family: Executive

FLSA Classification: Exempt

Reports to: President & CEO

Purpose

The Director of Research position is primarily responsible for overseeing and coordinating and overseeing research initiatives of the organization, as well as supervising assigned staff. The Director of Research is responsible for ensuring the disseminating of DBWPC research at the local, state and national level with the support of the Communication Department through media, trainings, and conference opportunities. Must have advanced expertise and applied experience in research methods, statistics, program management and evaluation with a keen understanding of local and state public policy issues facing those served by DBWPC, with an eye on best practices across the country.

Essential Responsibilities

- Develops research agenda aligned with strategic priorities of DBWPC.
- Collaboratively creates DBWPC strategic plan and provides input for development and growth utilizing the research findings, trends and needs identified
- Identifies research gaps and lead on research proposals.
- Assists the President/CEO in developing DBWPC advocacy/policy agenda.
- Implements evaluation framework to track impact, document successes, and lessons learned of work
- Serves as principal investigator on primary research studies/exploratory projects.
- In conjunction with Model Programming, refines and documents program models and outcomes.
- Oversees all research related components and outcomes of projects/grants.
- Manages all aspects of assigned projects, ensuring they are completed on time, within budget, and under limited supervision.
- Provides supervision and training to research staff in the areas of assessment and survey development, research design, logic modeling, statistical analysis, synthesis of data, and report writing.
- Gives voice to data and research through various mediums including speaking at professional conferences to advance DBWPC's mission, research, and reform initiatives.
- Publishes articles in journals or DBWPC publications that increase awareness of critical issues and research findings that have implications for reform or replication.
- Speaks to media regarding DBWPC research
- Identifies and helps resolve project management problems regarding data collection, data base design, statistical analysis or report production.
- In consultation with the President/CEO and executive leadership team, discusses agency direction, strategic planning in light of potential barriers, political climate, communication strategies, and staffing and budget issues as they arise.
- Supports, leads and monitors grant writing when applicable.

Secondary Functions

- Supports organizational fundraising efforts, including but not limited to events and donor cultivation

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions listed above.

Required Knowledge, Skills, and Abilities

Organizational:

- Expert understanding of Girl-Centered Principles and practice based research – Understands girl-centered principles and is willing to grow in knowledge of these principles
- Growth-Mindset – Receptive to feedback, willing to learn, embraces continuous improvement
- Solution-Oriented – Brings possible solutions when presenting obstacles or challenges to supervisor
- Collaborative – Seeks input and buy-in from girls, teammates, and external partners as appropriate

Individual:

- Advanced knowledge of quantitative and/or qualitative research methods, public policy, program development/evaluation, policy, and training.
- Knowledge of Research design. Knowledge of measures and Statistical software
- Advanced skills in project management
- Ability to prioritize and budget time efficiently to work on multiple projects simultaneously
- Excellent organizational skills and attention to detail
- Excellent writing and communication skills
- Strong analytical and problem solving skills
- Executive level problem solving skills
- Demonstrated experience in Applied research
- Ability to work independently with minimal supervision
- Experience writing reports for multiple audiences (e.g. grant, white papers, research briefs, policy briefs)

Supervisory Responsibilities:

Responsible for supervision of all research staff, fellows as assigned by President/CEO.

Work Environment/ Demands

- This position operates primarily in a professional office setting or remotely, as approved.
- This position routinely uses standard office equipment such as computers and phones.
- This position occasionally picks up or moves objects up to 10 lbs.
- This position constantly requires repetitive hand and wrist motions.

- This position requires remaining stationary in a sitting or standing position occasionally.
- This is a highly communicative position, requiring constant communication to exchange messages with partners staff and community members.
- This position requires a constant ability to assess the level of accuracy, neatness and thoroughness of the work assigned.

Position Type/Expected Hours of Work

This is a full-time position. Typical work hours are Monday through Friday, 9 a.m. to 5 p.m. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel to conferences, community and/or media events related to research

Required Education and Experience

Master's degree or higher in the social sciences or public policy, or equivalent experience in research or project management.

Prior research experience in a social service agency or position relevant setting.

Five years' experience with/knowledge of management practices and procedures used by juvenile justice, child welfare, and/or education agencies.

Work Authorization/Screening Requirements

DBWPC participates in E-Verify. Upon offer and acceptance of employment, DBWPC, Inc. will provide the federal government with the hired individual's Form I-9 information to confirm that the individual is authorized to work in the U.S.

The employee who fills this position is required to complete fingerprint-based AHCA Clearinghouse background screenings for the Florida Department of Juvenile Justice (Caretaker) and the Florida Department of Children and Families (Mental Health.)

AAP/EEO Statement

The Delores Barr Weaver Policy Center is committed to building a diverse staff that reflects the populations served by its programs. We strongly encourage applications from qualified individuals of color and qualified individuals who identify as lesbian, gay, bisexual, transgender, and/or gender non-conforming.

DBWPC, Inc. is an equal opportunity employer and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, religion, national origin, gender, sexual

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orientation, gender identity, gender expression, marital status, age, veteran status, physical or mental disability, or otherwise as may be prohibited by federal and state law. DBWPC, Inc. complies with applicable federal, state, and local laws governing nondiscrimination in employment. 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.

Other Duties

This job description is not intended to contain a comprehensive listing of the duties and responsibilities that are required of the employee who fills this position. Duties and responsibilities may be adjusted at any time to best fit the needs of DBWPC, Inc.

If you are interested in this position, please send your resume and cover letters to careers@seethegirl.org with “Director of Research” in the subject line.