

Position Title: Director of Research & Program Evaluation

Job Family: Executive

FLSA Classification: Exempt

Reports to: President & CEO

Purpose of Position

The Director of Research & Program Evaluation is primarily responsible for overseeing and implementing the research initiatives of the organization, as well as supervising assigned staff. The Director of Research & Evaluation is responsible for ensuring evaluation readiness of Policy Center program interventions and for growth of DBWPC's research agenda.

Essential Functions

Leadership

- Provides input for strategic priorities and development/growth opportunities aligned with research findings, trends, and needs identified through continuous monitoring
- Assists President/CEO in developing research agenda aligned with strategic priorities of DBWPC.
- 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.
- 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.

Program Evaluation and Outcomes Reporting

- In conjunction with Model Programming, refines and documents program models and outcomes.
- Program evaluation readiness and data monitoring
- Resolves project management problems regarding data collection, data base design, statistical analysis or report production.
- Oversees all research related components and outcome reporting of projects/grants.
- Liaison to external research partners

Research and Expansion

- Oversees publication of community baseline trend reports
- Presents and translates data for multiple audiences/stakeholders
- Increases visibility of what Policy Center is learning from the girls and work on the ground
- Grant writing and justification of need as well as proposed outcome measurement
- Develops proposed research design and serves as lead on research proposals and exploratory studies.

- Manages all aspects of assigned projects, ensuring they are completed on time, within budget, and under limited supervision.

Secondary Functions

- Attend and participate in DBWPC events
- 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
- Maintain organization and consistency of shared documentation in agency shared information platform

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

Required Knowledge, Skills, and Abilities

Organizational:

- Understanding of Girl-Centered Principles – Understands girl-centered principles and is willing to grow in knowledge of these principles
- Growth-Mindset – Receptive to feedback, willing to learn, embraces reflective practice
- Solution-Oriented – Brings possible solutions when presenting obstacles or challenges to supervisor
- Collaborative – Seeks input and buy-in from girls, colleagues, 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 and understanding of program development and evaluation metrics
- Demonstrated experience in grants reporting/grants management
- Demonstrated experience in qualitative analyses
- Experience using data dashboards for research and project evaluation purposes
- 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
- Awareness of the literature on girls and justice system
- Ability to stay aware of current literature, research and trends on girls and justice system.

- Ability to work independently with minimal supervision
- Experience writing reports for multiple audiences (e.g. grant, white papers, research briefs, policy briefs)

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, the Policy Center 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.)

Supervisory Responsibility

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

Work Environment/Physical 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

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 the Policy Center.

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 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.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Chief Operating Officer _____ Date _____