



## JOB POSTING EVALUATION DIRECTOR

### Job Title:

Evaluation Director

### Who we are:

Planning Implementation and Evaluation Org (PIE) is a 501c3 nonprofit organization that provides the outcomes-focused strategic planning, best practices implementation, and evaluation leadership to other non-profit organizations throughout Chicagoland including, but not limited to organizations such as: McCormick Foundation, Steans Family Foundation, National Museum of Mexican Art, Chicago Children's Museum, Cicero Neighborhood Network, and American Lung Association.

### Job Description:

As the Director of Evaluation for Planning, Implementation, and Evaluation Org, it is your specific charge to uphold the outcomes of the organization; specifically, your daily work will be to plan, execute, and supervise evaluation capacity building activities, which include leading and supervision of logic model sessions, refining and creating evaluation tools, literature reviews, stakeholder engagement, statistical analyses, and report writing. The supervision and execution of these tasks are critical for organizational capacity so that our client organizations can:

- Effectively evaluate their programs independently
- Enact evaluation when creating new programs
- Thrive in a culture of evaluation
- Clearly articulate their own program best practices, outcomes, and evaluation plans
- Work more efficiently; i.e. spend more time working on their mission than their evaluations and reporting
- Secure additional funding to continue to achieve their mission.
- Have their key evaluation questions answered in a clear, actionable way (i.e., rigorous external evaluation work)

While achieving these outcomes through varied research and evaluation strategies, you will also initiate, supervise, and create peer-reviewed presentations and professional publications to advance the PIE Org brand, including RFP responses and grant writing. Additionally, it is important to undertake additional responsibilities as directed by the Executive Director and work in a flexible manner when the occasional tasks arise, which are not specifically covered in the job description, are undertaken. Finally, it is your responsibility to assess your own performance and develop the skills necessary to fulfill your responsibilities. As such, PIE Org agrees to support you in achieving these additional outcomes

As the Director of Evaluation of PIE Org, you will be responsible to help partner organizations achieve their evaluation goals. This includes external evaluation work (i.e., process, formative, summative), evaluation coaching to help organizations build their internal evaluation capacity, and supervision and management of all PIE Org staff. Most evaluation work will be conducted in the content areas of educational and social service programs. All evaluation work will utilize PIE's research-based system to help partner organizations complete evaluation plans, data analysis, and evaluation reports, as well as make recommendations to client organizations' senior management to improve their strategies and protocols. It is essential to develop and maintain a good rapport with grantees and foundations with whom we partner. Strong communication and interpersonal skills are critical for this role. The ideal candidate must have the ability to work independently, multi-task, prioritize and expedite job responsibilities to complete work in a timely and high quality manner, and motivate and supervise staff such that all timelines are met with high quality, professional deliverables. Because much of our work is completed on-site in the neighborhoods where partner organizations are located, this position will work remotely a majority of the time and will frequently travel across the greater Chicagoland area, and occasionally the state, for projects. This is a full-time position and includes a substantial compensation and benefits package with health-care, retirement, and a generous vacation policy.

#### **Principal Duties:**

- Effectively project manage 15 or more different evaluation projects (i.e., formative, summative), meet deadlines, and provide high quality, rigorous deliverables for clients.
- Supervise all evaluation coaches and research associates, once per week at minimum, to ensure high quality completion of tasks.
- Help with proposal writing and business development, as needed and in collaboration with the Executive Director.
- Engage, facilitate, and lead a diverse array of clients and stakeholders to effectively complete all contracts.
- Facilitate large group logic model sessions that describe complex programs and their outcomes.
- Work with stakeholders to develop a comprehensive strategic evaluation plan that prioritizes evaluation activities to be completed during regular funding periods, including identification of key evaluation questions to guide the inquiry.
- Engage stakeholders in an evaluation process based on shared priorities, including meeting facilitation, presentation, conflict resolution, and negotiation skills.
- Educate program staff and partners about evaluation concepts, methods, and statistics.
- Understand the context of a program and how it affects program planning, implementation, outcomes, and the evaluation.
- Select appropriate quantitative or qualitative methodologies and use of various evaluation designs and methods (e.g., quasi-experimental, mixed methods) as necessary to increase use of findings by primary stakeholders.
- Lead program staff in developing, testing, and collection mixed-methods tools/ protocols

- Identify and assess existing data sources and literature for their potential use in program evaluation.
- Construct databases, conduct and supervise data entry, and perform data cleaning.
- Protect confidential data and lead project applications for IRB and RRB approval.
- Conduct analyses using appropriate analytic tools for quantitative data (e.g., SAS, SPSS) and/or qualitative data (e.g., Nvivo, Atlas.ti, MaxQDA).
- Synthesize information generated through an evaluation to produce findings that are clear and directly aligned to evaluation questions and programmatic outcomes.
- Professional writing a must; high quality report communication and writing, including the supervision of others' writing, is essential for this role.
- Work with stakeholders to develop feasible recommendations based on evaluation data, including the preparation and presentation evaluation results in a manner that increases the likelihood that they will be used and accepted by a diverse group of stakeholders. Where appropriate, ability to develop and implement a communications and dissemination plan.

**Qualifications:**

The successful candidate will be deeply analytical in all tasks, with 5 years of experience developing evaluation plans and measurement systems. Advanced skills in Microsoft Office Suite, especially Excel, applied statistics, as well as reporting mixed-methods formative and summative findings are necessary. Preference for candidates with management and supervision experience, as well as a history of managing multi-site, external evaluations. A Master's degree in applied statistics, research methods, social work, public health, education policy, or other related field is required. Doctoral degrees preferred. Reliable transportation is a must.

**Statement on Inclusivity:**

PIE Org is committed to creating a diverse environment and is proud to be an equal opportunity employer. We look forward to a diverse applicant pool and encourage all who possess the necessary qualifications to apply.

**Salary & Benefits:**

In addition to a generous benefits package, the successful candidate will earn \$90-100,000 annually.

**Supervision:**

The Director of Evaluation will directly report to the Executive Director, who will provide ongoing supervision and support, as needed.

**To Apply:**

Please e-mail cover letter, resume, and work sample of a mixed-methods data analysis write up by June, 1, 2020. Anticipated hire date is September 1, 2020. Please send all documents as one pdf file with *your last name* as the file name, to [admin@pieorg.org](mailto:admin@pieorg.org).