**Job Title: Associate Director of Research and Evaluation**

**Department: Research-Knowledge, Leadership & Innovation**

**Reports To: Director of Evaluation and Research Services**

**FLSA Status: Exempt, Permanent, Full-Time**

**Grade: 5**

**Cellphone Eligible: No**

The Alliance for Children and Families is a national organization dedicated to achieving a vision of a healthy society and strong communities for all children, adults, and families. The Alliance works with its membership network for transformational change by representing and supporting this system of nearly 500 North American nonprofit human-serving organizations to translate knowledge into best practices that improve their communities.

# SUMMARY

The Alliance for Children and Families Evaluation and Research Services (ERS) Department conducts a broad range of evaluations and research activities to strengthen organizations, elevate effective practice and support systems change. This position would work closely with the Director of Evaluation and Research to grow the department, manage the research process workflow and assist the director in building and promoting evaluation and research capabilities and capacities among Alliance staff and its network.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** including the following:

* Demonstrates a commitment to and proficiency in the engagement of non-evaluation and non-researchers in the evaluation and research process.
* Works cross departmentally to coordinate identification and collection of key performance indicators
* Provides preparatory activities for any research assistants and staff to conduct research as needed.
* Perform tasks of research assistants and staff when necessary to support the completion of research and evaluation activities.
* Administers evaluations of Alliance events including working with staff to design appropriate tools for data collection.
* Assesses members’ research needs, recommends research, develops capacity building products and presents them to members and other audiences.
* Monitors projects to ensure compliance with timing, budget and quality requirements.
* Assists in the identification of future research directions, funding opportunities and writing of proposals.
* Resolves research issues and questions of methodology, analysis and interpretation.
* Acquire, analyze and prepare data for publications, presentations and broader dissemination.
* Ensures accessibility and utility of all evaluation and research products and services.
* Assists in the translation and dissemination of research and evaluation findings.
* Works independently and collaboratively with staff, research partners and others to further the research agenda of the Alliance.
* Assists in the review and monitoring of internal research policies and procedures.
* Oversees the implementation of the Alliance Commitment Assessment tool, the Annual Compensation Study.
* Travels to and represents the Alliance at conferences and events.
* Manages the Alliance work process on existing and future grant funded projects.
* Serves as an investigator on research teams for existing and future grant funded projects.
* Other duties may be assigned.

**SUPERVISORY RESPONSIBILITIES**: N/A

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Proficient in qualitative and quantitative research designs, data collection methods (mail, telephone, mall intercepts, internet, fax, personal interviews), and types of research (i.e., attitude/awareness, concept testing, customer satisfaction, and pricing) required. Prior experience with action, participatory and developmental evaluation.
* Evidence of capabilities to make data accessible.
* Skilled in knowledge sharing.
* Excellent project management skills.
* Experience working with nonprofit human serving sector around issues related to poverty, health and well-being, education and economic security.

**EDUCATION and/or EXPERIENCE**

* Master’s degree (M.S.) equivalent required in public health, social work, child and family studies or related discipline.
* Three to five years of related work experience and/or training or equivalent combination of education and experience required.

**LANGUAGE SKILLS**

Ability to read, analyze and interpret information from a variety of secondary sources. Ability to communicate effectively verbally and in writing to senior management, vendors, community members, customers and employees of the organization.

**MATHEMATICAL SKILLS**

Ability to apply concepts of basic algebra and geometry. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory and factor analysis. Ability to deal with a variety of abstract and concrete variables. Understanding of key statistical techniques such as confidence intervals, significant testing and sampling theory.

**REASONING ABILITY**

Ability to apply principles of logic or scientific thinking to a wide range of intellectual and practical problems.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**WORK ENVIRONMENT**

Normal office environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**TRAVEL EXPECTATIONS**

Travel is expected; approximately 25 days a year.

**COMPUTER SKILLS**

MS Office, spreadsheets, Internet software, E-mail, Database software (e.g. iMIS), proficiency in statistical software (e.g. SPSS).

**LEADERSHIP RESPONSIBILITIES**

Manages implementation effectively. Fosters the development of a common vision; clarifies roles and responsibilities. Steps forward to address difficult issues; puts self on the line to deal with important problems; stands firm when necessary. Influences others and gains support and commitment from others to move projects forward. Contributes to building effective teams committed to organizational goals. Fosters collaboration among team members and among teams. Coaches and develops others. Acts as a catalyst of needed change and stimulates others to change.

**Approved By:** Human Resources Specialist **Approved Date:** August 25, 2014