



Job Description

JOB TITLE:	MANAGER RESEARCH & EVALUATION
DEPARTMENT:	RESEARCH & EVALUATION
REPORTS TO:	DIRECTOR RESEARCH & EVALUATION
FLSA STATUS:	EXEMPT
REVISION DATE:	March 2017

POSITION SUMMARY:

The Manager of Research & Evaluation supports the Director under limited to moderate supervision, provides an advanced level of research support including execution of key project tasks (e.g., data collection, tool design, or analytic tasks) to support the programs of the Homewood Children's Village (HCV) and its partners; applies a broad range of quantitative research tools, methods, and skills in order to support complex evaluation/research activities and/or research administration needs and demonstrates some depth of knowledge in one or more technical (e.g., modeling) areas. The Manager of Research & Evaluation will perform research support tasks including database development, contribution to analysis activities involving statistical computing and modeling, and written documentation of methods and results.

COMPENSATION:

The position comes with a competitive salary and benefits.

TEAM:

- Data Manager
- Research & Evaluation Manager
- Research & Evaluation Director

ESSENTIAL JOB FUNCTIONS:

Researcher/Quantitative evaluator will demonstrate capacity to:

- Think through and propose analysis strategies
- Conduct rigorous, statistical, quantitative analyses using R, SAS, STATA, or SPSS software
- Respond quickly and accurately to requests for information
- Develop structured reporting mechanisms
- Write clear narrative summaries of findings

- Create visual data representations
- Execute the evaluation plan developed in collaboration with HCV staff
- Select the appropriate metrics to monitor program outputs, outcomes, and impact
- Evaluate HCV, and service partner, program processes and outcomes
- Collaborate with database designer to adapt database to new organizational projects and objectives
- Train staff in database interface use
- Contribute to internal and external reports and documents
- Develop/implement procedures and tools for continuous quality improvement among HCV and its service partners
- Develop strategic partnerships with research collaborators at universities and institutes
- Lead and contribute to proposals to support HCV's work and services
- Publish reports and articles on HCV's work based on findings from its evaluations and research, in collaboration with our staff and partners
- We are not looking for qualitative research applicants at this time.

OTHER DUTIES:

- Contribute to written reports, summaries, and grant applications
- Contribute to HCV's work by participating in and preparing for special events and projects
- Engage with community members to gain a personal understanding of community needs and issues

EDUCATION / CERTIFICATIONS:

- Master's degree with 3-years' experience in a quantitative discipline (e.g., epidemiology, economics, biostatistics, public health)
- PhD degree with either a research project based Research Assistantship or post-doctoral level experience

EXPERIENCE/MINIMUM REQUIREMENTS:

- 3 years of experience in a quantitative discipline
- Skilled in problem solving and in using data to answer research questions
- A track record of peer reviewed publications is preferred

REQUIRED CAPABILITIES & SKILLS:

- A competitive applicant will need to have experience outside of coursework, including the following demonstrable skills:
 - Intermediate SAS, Stata, or R
 - Intermediate to Advanced Microsoft Excel
 - Microsoft Word
 - Quantitative research design & methodology
 - Evaluation Science research skills

- Excellent analytic skills and experience carrying out applied statistical analysis;
- The ability to communicate clearly and effectively in English, both orally and in writing;
- Strong writing skills and a demonstrated skill in technical writing.

REQUIRED PROFESSIONAL QUALITIES:

- The ability to work effectively as a member of a diverse team
- A strong commitment to HCV's core values as represented in its mission
- A high sense of personal responsibility for his/her work
- The desire and drive to find solutions in complicated and complex contexts
- Attention to detail
- Compassion and recognition of the need for equity and for the mission and vision of HCV
- Willingness to be a leader in a community of learners by demonstrating a desire to learn new skills and content
- Willingness to communicate with and engage residents of the Homewood community
- Strong oral and written skills to communicate clearly and effectively in English
- Excellent writing and oral presentation skills (particularly strong technical writing skills are key)

ORGANIZATIONAL RELATIONSHIPS:

Reports to: Director of Research & Evaluation

Title(s) of direct reports (if applicable): N/A

WORK ENVIRONMENT:

Works in a normal office/classroom setting with no exposure to adverse environmental conditions. (1) Indoors in busy office setting in close proximity to co-workers; (2) Frequently required to work at a fast pace; (3) Requires considerable concentration and creativity; (4) Weekend and evening work required occasionally to regularly.

HOW TO APPLY:

HCV will be recruiting for this position through midnight EST May 15, 2017 or until the position is filled. Please send a cover letter and Curriculum Vitae to OREhires@hcvpgh.org