

United Way of Salt Lake

serving Davis, Salt Lake, Summit, and Tooele Counties

UNITED WAY OF SALT LAKE JOB DESCRIPTION

Job Title: RESEARCH AND EVALUATION DIRECTOR
Department: Collective Impact & Public Policy
Reports to: Senior VP, Collective Impact and Public Policy
Date Prepared: September 1, 2012

POSITION OVERVIEW

Lead and direct the data collection, analysis and evaluation, and presentation/communication of results related to United Way of Salt Lake's work. Lead efforts to develop and implement "rapid-time" data sharing (RTDS) systems (ClientTrack) and shared community accountability systems (Promise Scorecard) in each of UWSL's Promise Partnerships. Lead efforts to gather, analyze and report data from UWSL partners (including basic needs grantees) and partnerships. Assist UWSL and its partners to determine needs through various types of community assessments, establish baseline data for shared objectives, document program participation and understand the impact of the partnerships and their related strategies. Summarize and present data to partners, funders, other stakeholders and the broader community.

KEY RESPONSIBILITIES

1. Provide strong leadership and direction to UWSL, community partners and Promise Partnerships to develop a results culture and build capacity to use performance and results data to assess strategies, measure results, and engage in an ongoing improvement effort.
2. **Data Collection:** Assist UWSL partners to develop and implement community assessments to establish clear baseline data related to UWSL objectives and to track progress over time. Develop and implement shared database systems to allow UWSL partnerships to effectively target programs and strategies and to allow for "real time" analysis and adaptation. Develop and implement basic grant reporting for UWSL basic needs programs.
3. **Data Analysis and Evaluation:** Assist UWSL and its partners in understanding the data being collected and in evaluating the data to determine the impact of particular programs, strategies and partnerships. Work with external evaluators as needed. Develop, manage, and implement an overall long-term evaluation plan to assess the impact of UWSL and partner efforts over time.
4. **Data Presentation and Communication:** Provide data summaries, reports, and presentations to partnerships and relevant stakeholders (including staff, board, funders, etc.) Develop a system for sharing data and making data summaries and results information available to internal and external stakeholders. Create and maintain online dashboards for partnerships and the broader community to see and track progress related to UWSL and community objectives.
5. **General Responsibilities:** Develop, manage and track evaluation budget. Perform grant reporting, and seek grant funds from diverse sources to sustain and expand evaluation-related work. Participate in and conduct local data collection, research, and evaluation workshops. Create partnerships with external organizations, especially with other community-based research and evaluation organizations and related institutions. Manage all data requests from community, organizational partners, and internal staff. (including but not limited to evaluation design, data collection, data analysis, and public dissemination of research findings)

JOB REQUIREMENTS

1. Demonstrated experience in conducting evaluations of complex systems and/or community change efforts.
2. In-depth experience working with quantitative and qualitative research design methods and relational databases.
3. Successful experience in applied research methodologies. Proficiency in SQL, SPSS, Access, and Excel, and/or other database programming languages.
4. Demonstrated knowledge of relational databases, client and program database, and data visualization tools.
5. Substantive knowledge of community capacity, mobilization, and commitment to improving outcomes for low-income families and diverse communities.
6. Knowledge of challenges and barriers faced by these communities.
7. Commitment to sharing knowledge and building the research and evaluation capacity of community, and management of the evaluation process using a collaborative, team approach.
8. Experience building capacity of neighborhood residents and community-based organizations to collect and use data for learning, accountability, and advocacy.

In addition, qualified candidates will possess and/or be able to develop the following knowledge, skills and abilities:

A. Knowledge: A clear and comprehensive understanding of, and ability to communicate about:

- UWSL’s vision, purpose, objectives, role in the community, and “theory of change” (i.e. what we believe will make us successful in achieving our vision)
- The principles of "Collective impact"
- The communities where UWSL works (including assets, challenges, people, organizations, existing programs and services, etc.
- Public, private, non-profit systems

B. Skills: Advanced skills in the following:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Meeting facilitation • Presentation • Communication • Follow through | <ul style="list-style-type: none"> • Multi-tasking • Risk-taking • Consensus-building • Simplification of complex information |
|---|---|

B. Abilities: Strong capacity in the following areas:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Adaptive leadership • Active listening • Creativity • Solution-oriented mindset • Strategic thinking • People person • Patience • Capacity for decision making • Inspire and motivate others • Willing to learn | <ul style="list-style-type: none"> • Optimistic realist • Flexibility • Emotional intelligence • Observe, interpret, intervene in the moment • Prioritization • Humility • Apply lessons learned to situations • Do work without waiting for others • Working collaboratively in a team • Visionary |
|--|---|

MINIMUM QUALIFICATIONS

- Master’s Degree in a relevant field
- Ph.D. preferred
- At least two years data and research experience

SALARY INFORMATION

Commensurate with experience