



## Job Opening

### DIRECTOR OF EVALUATION AND LEARNING

**Job Title:** Director of Evaluation and Learning  
**Reports to:** Director of Programs  
**Location:** Central Los Angeles  
**FLSA Status:** Full Time Salaried, \$60,000/yr with benefits  
**Deadline to Apply:** August 18, 2017  
**Expected Start:** September 1, 2017

**SUMMARY:** The Director of Evaluation and Learning is responsible for strengthening and managing the organization's performance measurement systems and processes, for promoting the practice of using data as a critical tool for program modification and improvement and for ensuring that the appropriate analyses and reports are prepared and disseminated to meet internal and external reporting and compliance requirements. In addition, the Director of Evaluation and Learning will coordinate and support external evaluators and consultants to prepare for and implement a rigorous evaluation of Bresee programs.

The Director of Evaluation and Learning reports to the Director of Programs, supervises Data Support Specialists, and serves as the primary resource throughout the organization around data, performance management, and evaluation priorities. The Director of Evaluation and Learning will ensure that data is routinely collected and reviewed to support management and staff to ensure that program implementation meets quality, fidelity and accountability standards and is based on robust research relevant to Bresee's work. This position requires an individual with deep practical experience and the capacity to infuse and sustain a data- and evidence-based culture of learning and continuous improvement.

**ESSENTIAL JOB ACTIVITIES AND RESPONSIBILITIES:** The essential job activities 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.

#### *Operational Management*

- Leads and manages the data and evaluation functions and practices of the organization.
- Establishes strategic and operational goals for the department as a basis for productivity, performance, results, and accountability.
- Hires, trains, develops, supervises and evaluates department staff, interns and/or volunteers.
- Designs, facilitates and supports routine practices and training to promote and ensure the use of data to improve program implementation, modifications, accountability and outcomes across the organization and program sites.
- Develops, manages and refines data collection, analyses and reporting tools and instruments for use across programs and the organization, including for direct service staff, management and executive teams and for the Board of Directors.

- Establishes and implements comprehensive standards, policies, procedures and training to support efficient, accurate and timely data tracking and to ensure data quality and integrity, including reliability and validity.
- Establishes standards and oversees the timely completion and dissemination of external reports to meet, public and private funder and compliance requirements.
- Establishes standards and manages the analyses, preparation and dissemination of internal reports around program and youth progress reports and to support the organization's annual performance evaluations.
- Designs, prepares and updates regular reporting tools (e.g. quarterly dashboards) to keep management, Board and external partners informed around key performance metrics.
- Attends regular Coordinating Council meetings, team meetings and events, staff meetings, occasional Board meetings, and other Bresee and collaborating partner or community meetings, as requested.

#### *Data Base Management*

- Fully responsible for the management, operations, troubleshooting, and upgrading of the organization's database to support the full range of organizational data needs across programs and sites.
- Manages all data related vendor relations as needed.
- Develops routine and specialized trainings and provides technical assistance to ensure that staff across the organization and program sites are fully trained and able to access and utilize key database tools and reports.

#### *Research and Evaluation*

- Collaborates with senior management and external consultants/evaluators to support the design and implementation of ongoing rigorous evaluation studies.
- Staffs the organization's Evaluation Advisory Committee.
- Develops, manages, and maintains a user-friendly and up-to-date repository of internal and external research, evaluation findings, historical data analyses and resources on foster-care, transition age youth, and comparable populations and programs.
- Disseminates research, analytic reports and relevant data, including emerging findings to support staff and program improvement.

**EDUCATION/EXPERIENCE/QUALIFICATIONS:** The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Must hold Master's degree in related field from an accredited college or university.
- Minimum of five (5) years of experience in social science research and/or program evaluation, demonstrating progressively higher levels of responsibility in managing and leading complex data management, research and evaluation projects.
- Minimum of three (3) years of non-profit management experience, directing technical and non-technical staff.
- Excellent communication and interpersonal skills with the ability to communicate sophisticated technical data into accessible, actionable, and meaningful information for decision-making and program improvement.
- Demonstrate computer competency with Microsoft Office tools including Word, Excel, PowerPoint; Google applications and email applications; and database systems.

- Have experience working with urban youth and families, demonstrate sensitivity to multicultural issues, and be comfortable working in multi-cultural, urban environment.
- Must possess excellent analytical abilities.
- Must have leadership and team building skills, including the abilities to engage others in a common goal, to delegate tasks, and to supervise.
- Must have excellent English verbal and written communication skills.
- Must have outstanding teamwork, interpersonal relationship, and active listening skills.
- Must have good organizational and time management skills.
- Able to set priorities and organize daily workload to meet deadlines, program goals, and requirements.
- Be highly organized, with attention to detail and accuracy.
- Able to efficiently process multiple projects at a time without sacrificing the quality of work.
- Demonstrate flexibility when new assignments or changes are introduced.
- Able to work independently but also function effectively as part of a team.
- Able to follow directions and work well with others.
- Be self-motivated, reliable, and function as an active team player.
- Be a collaborative problem solver.
- Able to take initiative with minimal supervision.
- Able to exercise good judgment, discretion, and confidentiality.
- Able to clearly articulate Bresee's message and program-specific information.
- Must support Bresee's procedures and policies.
- Must follow program-specific requirements and policies.
- Have or be qualified to obtain Class B license; DMV record check and DOT drug/alcohol testing will be required.
- Must submit to and successfully pass a criminal history background check.
- Must understand and support Foundation's *Vision, Mission, and Values Statement*.

**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 sit, stand, walk, bend, lift and carry objects, and drive. Job requires frequent verbal and written communication. Computer, telephone, copier, and fax use are required.

**WORKING LOCATION:** Location is based on a percentage of where work time is spent.

In office 85%, out of office 15%. Indoors 95%, outdoors 5%.

**HOURS AND BENEFITS:** Full-time position, occasional weekend and evening hours will be necessary. Benefits include medical and dental insurance, vacation and sick leave, and 401k type pension plan.

**TO APPLY:** Submit cover letter and resume to [jobs@bresee.org](mailto:jobs@bresee.org) by August 18, 2017 with the Subject Line: Director of Evaluation and Learning.