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| **Job Title** | Director of Research and Evaluation | | |
| **Department:** | Executive | | |
| **Reports To:** | Vice President of Early Childhood Initiatives | | |
| **Direct Reports:** | N/A | | |
| **O.T. Status:** | Exempt | Date: October 2024 |  |

**Position Summary**

The Director of Research and Evaluation plays a crucial role on the S.S.F.C. leadership team, reporting directly to the V.P. of Early Childhood Initiatives . This position leads all research, data evaluation, and continuous improvement efforts, ensuring that S.S.F.C.'s programs are data-driven and impactful. The Director will supervise all internal and external research and evaluation contracts, ensuring compliance with S.S.F.C.'s standards. Additionally, the role will promote early childhood education (E.C.E.) literacy programs like Dolly Parton's Imagination Library (D.P.I.L.) and the Family Resource Center, advocating for the importance of E.C.E. literacy in child development. This position supports S.S.F.C.'s Grant Team by providing critical data to strengthen grant proposals and secure ongoing funding. The Director will also be responsible for completing annual impact reports, supporting assigned Board committees, and supporting the implementation of new projects, including MALE (Males Aspiring Long-term Excellence) and the Family Resource Center.

**Essential Duties and Responsibilities**

1. **Leadership and Strategic Direction:**
   * Serve as a vital member of the S.S.F.C. leadership team, contributing to overall strategic planning.
   * Lead developing and implementing S.S.F.C.’s research and evaluation strategy, ensuring alignment with organizational goals.
   * Support data-driven decision-making and program improvements.
2. Research and Evaluation:
3. Design and oversee comprehensive evaluation frameworks for all S.S.F.C. programs.
4. Lead data analysis to assess program effectiveness and inform continuous improvements.
5. Supervise all internal and external research and evaluation contracts, ensuring compliance with S.S.F.C.'s standards.
   * Design and oversee comprehensive evaluation frameworks for all S.S.F.C. programs.
   * Lead data analysis to assess program effectiveness and inform continuous improvements.
   * Supervise research and evaluation contracts, ensuring compliance with S.S.F.C.’s standards.
6. **Promote E.C.E. Literacy Programs:**
   * Advocate for E.C.E. literacy through programs like D.P.I.L. and the Family Resource Center.
   * Collaborate with community stakeholders to strengthen and expand literacy initiatives in Forsyth County.

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1. **Support Internal Grant Team:**
   * Provide data and research findings to the S.S.F.C. Grant Team to support evidence-based grant proposals.
   * Ensure research and grant teams collaborate to demonstrate program effectiveness and community impact.
2. **Capacity Building and Community Collaboration:**
   * Build S.S.F.C.’s internal capacity for research and evaluation through staff training.
   * Offer evaluation services to external organizations focused on early care and education.
   * Foster partnerships with local, state, and national organizations to share best practices.
3. **Reporting and Compliance:**
   * Prepare reports on program evaluation findings for leadership, funders, and partners.
   * Ensure compliance with grant requirements related to program evaluation.
4. **Continuous Improvement and Innovation:**
   * Utilize research and evaluation data to inform program modifications.
   * Stay informed on emerging trends in early childhood education and program evaluation.

**Educational and Experiential Requirements**

* + Master’s degree (Doctorate preferred) in Education, Early Childhood Development, Research, Public Policy, Social Sciences, or a related field.
  + Two to three years of experience in program evaluation, research, and data analysis.
  + Proven ability to lead research projects, analyze data, and provide actionable insights.

**Success Criteria**

* + Leadership and Strategic Thinking
  + Data-Driven Decision Making
  + Advocacy for Early Childhood Education Literacy
  + Collaboration and Relationship Building
  + Continuous Improvement and Innovation
  + Analytical Thinking and Problem Solving

**Language and Cultural Skills**

* Ability to read, analyze, and interpret business documents; English and Spanish proficiency preferred.
* Ability to present information to various audiences and respond to questions

**Physical Requirements**

* Perform basic operational skills and work in an office environment with minimal physical exertion.

**Position Type/Expected Hours of Work**

* Full-time, exempt, office-based with flexible work arrangements.

**Location & Travel**

* Based in Winston-Salem, NC, with minor local and occasional out-of-area travel.

**Other Duties**

* The job description is incomplete and may change at any time.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required for the position. All employees may have other duties assigned at any time.*

***I have read and understand the Director of Research and Evaluation job description as described:***

Employee’s Name (print or type)

*Employee’s Signature Date*

*Supervisor’s Signature Date*

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| **Description Approved by:** | *Louis Finney, C.E.O.* |
| **Date approved:** |  |
| **Reviewed:** |  |

*Smart Start of Forsyth County ensures that employment activities are conducted without discrimination against anyone based on sex, race, color, religion, national origin, gender, sexual orientation, age, or disability.*