

Data, Research & Evaluation Manager:

Flint Center for Educational Excellence

Exemption Status: Full-time, Exempt—Salaried (grant-funded position)

Position Summary

The Data, Research, & Evaluation Manager (the Manager) supports the Flint Center for Educational Excellence's (the Center) mission of building a community that works for all Flint kids by supporting the collection, use, and reporting of credible evidence that demonstrates the value of educational services in improving outcomes for Flint kids. The Manager is responsible for working with school district partners, local evaluation partners (LEPs), and staff to oversee the examination of evaluative data from the various initiatives supported by the Center.

Reporting to the Executive Director, the Manager will serve as the Center's primary point of contact on all research and evaluation-related matters, executing data-sharing agreements with schools and attending research coordinating meetings with LEPs to ensure adequate progress toward research goals. The Manager will coordinate with the senior leadership team to articulate research agendas for early childhood, community education strategies, out-of-school time initiatives, and networked improvement communities. The Manager will also oversee the maintenance, use, and updating of longitudinal data systems. In partnership with the External Relations Manager, the Manager will develop externally facing publications that communicate successes and important lessons learned from the Center's initiatives.

About the Flint Center for Educational Excellence

The Community Foundation of Greater Flint currently serves as fiscal sponsor for the Flint Center for Educational Excellence and will lead the pilot phase of its work until it becomes an independent entity. As a result, the workplace culture will be that of a dynamic start-up organization with team members proactively establishing systems and processes to support the Center's growth and development as a high-performing organization.

Major Responsibilities & Key Tasks

Coordinate an Integrated Evaluation

- Coordinate with the senior leadership team to develop and/or refine logic models that clearly identify intended outputs, as well as short- and long-term outcomes of the Center's initiatives
- Create and/or refine a data collection plan to integrate into initiatives' operations to support program monitoring and evaluation
- Analyze process and outcome evaluation data for each initiative
- Coordinate overarching qualitative evaluation, including key informant interviews to measure broad community impact
- Coordinate a longitudinal monitoring plan for Flint kids throughout the Center's P-20 continuum of initiatives
- Coordinate with the External Relations Manager to develop initiative-specific and overarching outcome reports for program staff, parents, funders, elected officials, and the general public

Technical Assistance & Compliance

- Facilitate conversations with the Community Council on Education and Flint Parent Collaborative about data trends and variables that influence trends
- Provide ongoing support to Community School Directors in the use of longitudinal data systems
- Create data visualizations, including internally and externally facing data dashboards, that demonstrate the real-time progress of the Center's initiatives
- Provide technical assistance to staff and vendors to collect and use evaluative data
- Organize regular research-program partnership (RPP) meetings with early childhood educators, community education, and afterschool staff to analyze and co-interpret evaluative data
- Coordinate with the senior leadership team to provide relevant data for grant reporting
- Recommend additional capacity needed to ensure compliance with state- and federal funding sources

System Administration

- Manage a comprehensive data collection and longitudinal data management system for compliance and reporting activities
- Maintain access to partner schools' student information systems (SIS) to ensure timely student success data is available to site staff for intervention and continuous improvement
- Recommend improvements in the Center's operational and data management systems for compliance and reporting activities

Other Duties

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

Educational & Experience Requirements

- Bachelor's degree in a social science field with a preference for candidates with a mix of education and work experience in program evaluation.
- Master's degree in quantitative or qualitative research methods preferred.
- Minimum 5 years of successful experience conducting program evaluations with some experience conducting multi-site evaluations.
- CPR & First Aid certifications, or ability to certify upon hire.
- Ability to effectively interact and collaborate with educators, parents, and Flint kids.
- Satisfactory criminal background check and unprofessional conduct check.

Required Skills & Abilities

- Deep knowledge of and experience in multi-site program evaluation and project management;
- Familiarity with designing and implementing mixed-methods evaluations that utilize quantitative and qualitative methodologies, including key informant interviews, survey design, focus groups, and secondary data analysis
- Demonstrated knowledge and experience with data management systems
- Ability to work independently to carry out and manage multiple co-occurring projects
- Experience and training in providing technical assistance to build capacity in data collection and use
- Demonstrated ability to visualize data through dashboards and write reports to communicate results

Compensation & Benefits

- Starting salary range: \$65,000-\$75,000 per year based on education and experience
- Competitive benefits package including 401(k), health, vision, and dental benefits