



Job Description

Title:	Director of Research and Evaluation
Project or Grant:	Data and Information—Collaborative
Reports to:	Chief of Operations
Work Site:	Building Blocks for Kids, Richmond, CA
Salary:	\$ 65,000-68,000 annually
To Apply:	Submit cover letter and resume to info@bbk-richmond.org

Overview

Building Blocks for Kids (BBK), a collaborative of over 27 organizations, community residents and elected officials that focus on addressing issues of persistent poverty and improving the health and educational outcomes of children living in the BBK Zone, has received a significant investment from the several funders that provide resources for Community Engagement and Advocacy work in Richmond, CA. Since 2005, the Collaborative has worked with residents to develop skills and knowledge to be lifelong leaders and advocates for positive, healthy communities, and serve as critical change agents, making real differences in their communities and in Community Based Organizations established to serve residents. Due to a growth in participation and increased funding for this work, the Collaborative is hiring for a new position, Director of Community Engagement and Advocacy. Please see description below.

Roles and Responsibilities

The Director of Research and Evaluation guides the implementation of high quality, responsive, and timely activities that support the internal operations and program functions of the Building Blocks for Kids Collaborative (BBK). The Director of Research and Evaluation is responsible for providing strategic direction for BBK Collaborative's evaluation of its funding, program development and impact on the Iron Triangle community (Zone).

The BBK Collaborative Director of Research and Evaluation must have a strong base of coordination and technical skills that can be flexibly adapted to meet the needs of many different internal and external stakeholders. The director must understand the unique responsibilities and accountabilities of a multi-agency collaborative, and provide outstanding leadership; communicate professionally; and, work with flexibility, efficiency, and diplomacy both individually and as part of a complex team/community effort.

Key responsibilities include, but are not limited to:

- Participates as a staff team member and represents the organization in various BBK Collaborative activities and projects, including Steering Committee meetings, Collaborative public events, workshops and training events;

- Participates on the Management Team providing input on decision-making regarding operational and program direction for the Collaborative;
- Provides clear and useful reports for the Steering Committee, staff and other stakeholders as needed to implement the Collaborative's strategies and programs and comply with BBK Collaborative's strategic plans;
- Build and strengthen the Research and Evaluation team
- Develop key messages to advise Collaborative Members for the purpose of understanding and communicating BBK mission, goals, objectives, etc.;
- Work with the Data and Evaluation Committee and all working groups in carrying out data-related responsibilities;
- Develops, implements and monitors an evaluation plan addressing logic models, strategic and program evaluation questions, data collection methods, analysis and reporting;
- In collaboration with Steering Committee, Chief of Operations, Working Groups and partners, develops the outcomes and indicators that will be used to monitor Collaborative's progress towards its goals;
- Supports programs by using data to improve programs and respond to client needs
- Works with key staff to set evaluation outcome goals;
- Maintains links and collaborates where possible with other external data collection, evaluation and systems changes efforts in the Zone;
- Develops relationships with other agencies and providers to assure access and links with other data systems;
- Develops data collection policies and practices and monitors uniform data collection compliance and quality across organizations;
- Develops and prepares internal reports of status, progress and outcomes of evaluation activities;
- Writes proposals as necessary to fund or initiate research evaluation or special projects;
- Keeps current regarding funding requirements for data collection and reporting and puts into place local methods to ensure reliable, accurate compliance which reflect service activities;
- Conducts research and analysis of issues as requested, including preparation of reports, white papers and journal publications recommendations and other materials.

Management

- Manage Research and Evaluation staff and interns, providing ongoing coaching, feedback and support to build their capacity to further the mission of the organization.
- Serve as part of the organization's leadership team and contribute to the development and execution of strategic decisions.

Skills/Qualifications

- Demonstrated ability to work with diverse personalities, and the wide variety of professional backgrounds and experiences of Collaborative Members, Organizations and Community Members
- Experience working with a variety of public, private, nonprofit and grassroots organizational structures

- Ability to think strategically, remaining focused on goals and objectives
- Highly proficient and knowledgeable in the use of current computer software and tools
- High level of organization and attention to detail
- Ability to multi-task, meet deadlines and be persistent, and solve problems as they arise
- Strong oral and written communication skills
- Valid CA driver's license
- Spanish language proficiency (preferred but not required)

Education and Experience

- Bachelor's degree and at least six years of relevant work experience with progressive data management and research responsibilities **OR**
- Master's degree or PhD and four year's relevant experience
- Knowledge and experience of using evaluation and community-based research to inform program development
- Knowledge and experience of program evaluation principles, theories, concepts and practices
- Demonstrated expertise in successfully designing and carrying out quantitative and qualitative research and evaluation processes including Participatory Action Research
- Ability to analyze information, summarize findings and present them in ways easily understandable to decision-makers
- Demonstrated ability in designing and manipulating data using a computer database
- Experience developing, and maintaining longitudinal data management systems
- Understanding of statistical principles and methods for data analysis
- Experience working in a community-driven agency
- Experience working with governing bodies, including boards of directors, advisory boards, commissions
- Experience supporting and training staff and community partners, that are unfamiliar with research and evaluations, to collect, manage and analyze data
- Familiarity with the key social/infrastructural issues facing the Zone

Building Blocks for Kids Collaborative is an equal opportunity employer. Building Blocks for Kids Collaborative does not discriminate and encourages qualified candidates of any gender, race, class, sexual orientation, faith, disability, or age to apply. All candidates will be evaluated on a merit basis.
