



Evaluation and Program Development Director

Reports to the Deputy Director

Job Summary

The Evaluation and Program Development Director is responsible for identifying, measuring, and communicating community-based programs' effectiveness. Working with the Deputy Director and program managers, this individual will ensure that the highest quality public health and youth development programs are creatively designed, successfully implemented, and effectively evaluated. The EPD Director will work with staff to develop and track grant objectives and deliverables. In short, this individual will bring to Metro TeenAIDS an innovative and thoughtful approach to community-based programming and evaluation.

Responsibilities:

Evaluation and Reporting

- Improve capacity for organizational and program evaluation (process-impact-outcome).
- Ensure accurate and complete data collection for all programs.
- Develop and/or innovate evaluation tools that effectively capture the necessary data required for all programs.
- Provide oversight and management of evaluation databases, ensuring that all organizational and program objectives can be measured.
- Coordinate evaluative efforts with Metro TeenAIDS evaluation consultant, as needed.
- Compile, process, and analyze evaluation data for all grants. This includes the composition of quarterly and annual evaluation reports.
- Prepare timely program reports for all interested parties (executive director, funders, etc.).
- Maintain the IRB and all required regulatory documents for SAMHSA funded school program.
- Review, discuss, and approve monthly reports from program managers.
- Serve as a spokesperson for Metro TeenAIDS on external workgroups, to funders and other partners.

Program Development

- Identify, communicate, and meet existing gaps in programs and services.
- Develop annual operational and program plans.
- Develop quality assurance plans and protocols for all MTA programs.
- Develop / Maintain logic models for all MTA programs.
- Lead staff through all phases of program development, from initial needs assessments to outcome evaluation.

Staffing

- Supervise evaluations team (currently a full time evaluation manager and part time coordinator).
- Maintain indirect supervision of program staff on reporting needs and accuracy
- Support the managers in the process of creating and implementing measurable goals and objectives for staff and their departments.
- Supervise and mentor appropriate program personnel, as needed. This includes ensuring consistent one-on-one feedback on program progress. Through the analysis of program data work with personnel to identifying barriers/gaps in program deliverables and develop plans and solutions to address them.
- Participate in staff meetings and monthly manager's meetings.

Grant Management

- Provide monitoring and evaluation data to all grant writers for proposals and reports as needed.
- Maintain master database of all grant deliverables and update as new awards arrive.
- Ensure that all deliverables (as outlined in the grants) are being met, including: program planning, implementation, evaluation, and reporting deliverables.
- Ensure quality, timely and accurate process evaluation to ensure that projects are on target with their projected timeline.

Trainings, Certifications and Professional Development

- Attend relevant trainings, workshops and conferences to stay current on programmatic and organizational priorities.
- Ongoing professional development around ETO Software, including online trainings.

Minimal Qualifications

- Bachelor's degree (Master's Preferred) and significant experience in program evaluation and statistical analysis.
- Strong oral, written, and analytic skills
- Competence in working with diverse populations
- Understanding of public health and/or youth development science-based programming
- Previous supervision experience
- Experience in working with program development and evaluation
- Strong organizational and project management abilities (attention to detail is important)
- Knowledge of SPSS, SAS or similar statistical or data management software a plus

Other information:

Salary dependent on qualifications.

Send cover letter, resume and salary history to:

Molly Singer. e: msinger@metroteenaid.org

All documents should be PDFed and should have the title:

Eval Director LAST NAME Resume, Eval Director LAST NAME Cover letter. For example:

Eval Director Singer Resume.

No calls please