

Position Description

Senior Manager, Research & Evaluation

David P. Weikart Center for Youth Program Quality

FULL TITLE: Senior Manager, Research & Evaluation

SUPERVISOR: Director, Research & Evaluation

PURPOSE: The Senior Manager, Research & Evaluation will help the Forum for Youth Investment's Weikart Center advance its youth development research agenda by managing multiple research and evaluation projects for clients, national partners and organizational learning. Key responsibilities will include project management, measure development, knowledge management, and building of data processes and systems. The ideal candidate will have a successful history of effective administrative and organizational experience, strong applied research and analytical expertise and a passion for youth development. The position is based in Ypsilanti, MI.

Organization & Background

Founded in 1998, the **Forum for Youth Investment** is a national nonprofit, nonpartisan "action tank" committed to changing the odds that all children and youth are ready for college, work and life. The Forum connects leaders to ideas, services and networks that can help them make more intentional decisions that are good for young people, even in the face of limited resources. It helps leaders who are trying to improve & align policies, plan & partner for impact, and/or strengthen programs & adult practice across all the systems and settings where young people spend time.

In 2008, the Forum created the **David P. Weikart Center for Youth Program Quality** to strengthen programs and adult practice by building the capacity of public and private agencies to implement quality improvement and performance systems that simultaneously foster professional learning and whole-child development. The Weikart Center's research-based core products and services are currently used in over 4,500 out-of-school time settings nationally and form the basis for quality improvement systems in over 140 publicly and privately funded systems. The Weikart Center empowers education and human service leaders to adapt, implement, and scale best-in-class, research-validated, quality-improvement systems to advance child and youth development.

The Forum is a thriving organization with a budget of over \$11.3 million, a staff of 50+ and headquarters in Washington DC. This position is based in Ypsilanti, Michigan, at the headquarters of the Weikart Center. The Center has an annual budget of over \$4 million and a staff of 25. While the Forum overall is funded by a mix of foundations and corporations with a growing fee-for-service contract base, the Weikart Center's budget is funded predominantly (80+%) by fee-for-service contracts. For more information, please visit <http://www.forumfyi.org>.

Position Responsibilities

- **Research and Evaluation Project Management (50%)**
 - Manage client relationships/projects to facilitate evaluation experiences that are responsive to their priorities, stakeholders, and readiness.
 - Coordinate and oversee collection of program quality and program evaluation data. Includes establishing and managing timelines and following procedures for data collection, quality assurance, and security.
 - Design and complete analytical plans, using best practices in applied research and developmental science to identify key findings for program improvement, staff development and youth outcomes.
 - Prepare evaluation reports, using different reporting strategies and data visualization techniques to communicate results that are accurate, practitioner-friendly, and action-oriented.
 - Provide research guidance and mentorship to colleagues.
- **Knowledge Management (25%)**
 - Construct, clean, and maintain large, organized data sets of program quality and program evaluation data according to Weikart Center and industry-standard data management and data security protocols.
 - Leverage current literature (e.g., developmental science, quality improvement systems, and evaluation theory) and evaluation findings to enhance current projects and identify new avenues for research.
 - Produce technical reports of Weikart measures that include guidelines for appropriate use.
 - Prepare/present research summaries, briefs, and other non-technical publications for policymakers, funders and other national audiences.
- **Measure Development (10%)**
 - Lead measurement development efforts, including survey and observational assessment design, testing methodology and data analysis.
 - Maintain complete codebooks, archiving instruments and forms, and planning for externally contracted studies of item performance (reliability/validity).
- **Data Processes & Systems (10%)**
 - Facilitate coordination and communication between the research team and other Weikart Center teams to ensure successful design and implementation of new products and services.
 - Develop and deliver training resources on how to use the Weikart Center's data systems and services.
 - Support the design and delivery of data capacity building trainings for the field.
- **Administration (5%)**
 - Perform other administrative tasks.
 - Other duties, as assigned.

Performance/Character Requirements

The successful applicant will be a highly motivated, organized, technologically and statistically savvy, and practitioner-focused researcher with strong knowledge of youth development. Superior communication skills and project management experience are also desired. Initiative, intellectual curiosity, creativity, reliability, flexibility, discretion, thoroughness, accuracy and a commitment to the Forum's mission are critical.

Qualifications

A master's degree in youth development, education, social work, or related field with 3-5 years of applied research and evaluation experience is required (Ph.D. preferred). Candidates with a bachelor's degree plus 5-7 years of applied research and evaluation experience will be considered.

In addition, the successful candidate will have:

- Proven management skills of research projects (consistent, on-time, within budget work).
- Proficiency with SPSS and/or other widely used statistical software programs, online survey design using Qualtrics or similar platforms, as well as the advanced features of Outlook, Excel, Word, and PowerPoint.
- Demonstrated thought leadership within their field through published papers, white papers, conference presentations, etc.
- Commitment to advancing equitable opportunities for all individuals to learn and develop.
- Knowledge of the Weikart Center's Youth Program Quality Assessment, Youth Program Quality Intervention, and/or low-stakes quality improvement policies and systems preferred.
- Experience delivering training and technical assistance to support data-driven planning for teachers, youth workers, out-of-school time program managers and/or related human service audiences preferred.

Working Environment

Flexibility is required to adapt to the dynamic work environment of a small non-profit research and consulting organization that has national clients and exposure. The climate is informal but mission-driven. Excellence is valued in every position. The Research Manager will be based out of the Weikart Center's Michigan office. Travel is approximately 10% time (subject to change depending on organizational needs).

Position & Compensation

The salary range, duties and responsibilities of this position meet the requirements of Section 13 (a) (1) of the Fair Labor Standards Act and therefore qualifies as an "exempt" position.

Please send resume and cover letter with salary requirements to: jobs@cypq.org. Applications will be reviewed on a rolling basis. If your application is selected for an interview, you will be contacted directly. No telephone calls or inquiry emails, please.

**

The Forum for Youth Investment is committed to creating a diverse work environment and is proud to be an Equal Opportunity Employer and drug-free workplace, and to comply with ADA regulations as applicable. All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, severe/morbid obesity, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws. We encourage individuals of all backgrounds to apply. If you are a qualified candidate with a disability, please email us at jobs@forumfyi.org if you require a reasonable accommodation to complete your application.