**ORGANIZATIONAL ROLE:**     **Director, Research & Evaluation**

**DEPARTMENT:**     **Research, Evaluation, and Quality (REQ)**

**REPORTING RELATIONSHIPS:**     **Reports to the Deputy Chief Executive Officer/Chief Medical Officer**

## POSITION OVERVIEW:

The Director, Research & Evaluation is responsible for supporting the research, evaluation, and monitoring needs of CHF's National Programs. This position is responsible for evaluation and monitoring programmatic information obtained from a variety of sources, including but not limited to healthcare operations of CHF partners, financial, epidemiologic and demographic data. The Director, Research & Evaluation supervises the research and evaluation team and assists Program Officers in the National Programs department to monitor program performance and functioning. This position reports directly to the Deputy Chief Executive Officer/Chief Medical Officer.

## PRINCIPAL ACCOUNTABILITIES:

❑ Using epidemiologic methods and experience, manage and participate in the evaluation of CHF by contributing to program planning, monitoring program progress, analyzing data, and seeking ways to improve the program outcomes. Methodologies must take into consideration population and programmatic differences of CHF partner programs

❑ Responsible for the oversight of Biannual and Project Summary Tool reports including:
  • Maintaining up-to-date reporting protocols, templates, and guidelines
  • Working with CHF program officers to ensure the reports are sent out and returned in a timely manner
  • Communicating with CHF Program Officers (and directly with National Network Programs when necessary) to follow-up, clarify and trouble shoot incomplete or problematic data
  • Aggregating data for analysis and presentation
  • Generating mid-year and year-end summaries to update staff on programmatic work and outcomes

❑ As directed by the CMO, plan and perform studies of public health problems impacting children in the US to assist CHF in program development

❑ Support CHF's thematic departments in achieving their annual strategic plans through the collection and analysis of relevant data

❑ Participate in and provide support to project design activities including development of project theories of change and evaluation plans

❑ Contribute to evaluation-related sections of grant proposals and reports

❑ Respond to requests for statistics and existing research on the health of underserved children that supports the purposes of: i) providing senior leadership with evidence of need for meetings and presentations with policymakers and practitioners; ii) providing the organization's business development team with evidence of need for fundraising proposals.

❑ Communicate findings to health professional, other professional and lay audiences by co-authoring abstracts, presentations and publications

❑ Lead the yearly hiring and onboarding of the international Global Health Corps Fellow (Research & Evaluation Associate). Participate in all supervisor activities, as required by GHC.

❑ Supervise the Research & Evaluation Associate (GHC Fellow) and Research & Evaluation Senior Associate

**POSITION REQUIREMENTS:**

- ❑ Master's degree or higher in Public Health or other relevant area preferred (e.g. Epidemiology, Health Informatics), or equivalent education/experience.
- ❑ Minimum four years of experience in research or program evaluation in the health care / public health/population health areas, preferably in child health research and evaluation.
- ❑ Experience in formative evaluation and program development.
- ❑ Experience working in multi-program, multi-year evaluations.
- ❑ Experience with underserved populations and understanding of working in resource limited settings.
- ❑ Strong verbal and writing skills and the ability to communicate effectively with a diverse group of co-workers, executives, managers, health care providers, and subject matter experts.
- ❑ Strong analytical and technical writing skills.
- ❑ Ability to manage multiple tasks and possess excellent organizational, analytical, and critical thinking skills. Strong organizational skills (demonstrated ability to manage multiple projects and priorities).
- ❑ Proficiency with Microsoft Office and statistical software packages (e.g., SPSS, STATA, R) and database management systems to analyze large and complex data sets; experience in the design, management and analysis of medical/public health databases.