

ANNOUNCEMENT OF VACANCY

POSITION

Director – Research and Evaluation

Center for Research, Evaluation, & Assessment – Position Number 10-01

Level 22

DESCRIPTION

Education Northwest improves educational results for children, youth, and adults by providing research and development assistance in delivering equitable, high-quality educational programs. Education Northwest is a private, nonprofit corporation which has served the Northwest region since 1966 as its Regional Educational Laboratory under contract with the U. S. Department of Education, as well as other federal, state, and local agencies and organizations.

The Director of Research and Evaluation will be responsible for the leadership, management, and development of staff members, and of a portfolio of research and evaluation projects.

DUTIES

The Director of Research and Evaluation will serve as the leader and supervisor of a group of professional and support staff:

- Monitor and enhance the quality and impact of professional staff work
- Design and implement projects, including the design of research, supervision of data collection, data analysis, and report writing
- Manage subcontractors for successful and timely completion of deliverables
- Interact with prospective clients and develop successful service proposals, including cost estimates and assignment of staff

PROFESSIONAL QUALIFICATIONS

Education/Training: Doctorate degree in education, educational research, or an allied social science field.

Experience: The successful applicant should have the following skills, knowledge, and abilities

- Five years experience working collaboratively with federal, state, and/or local education agencies on research and evaluation projects
- Five years experience as well as demonstrated expertise in the use of various research designs to produce applied research useful to policy makers and practitioners
- Demonstrated experience and expertise in the design and conduct of a full range of quantitative research that can be used to establish the effectiveness of educational interventions.
- Five years experience working with resource development for and contract negotiation of research and evaluation projects

- Five years experience leading and supervising staff conducting research and evaluation projects
- Instructional experience in teaching research methods preferred
- Demonstrated strong written and oral communications skills

Leadership and Management Skills:

- Prioritize tasks and assign appropriate timelines and personnel for their completion
- Assess and enhance individual staff member abilities, to build on strengths and minimize weaknesses
- Promote high levels of job satisfaction and engagement of all supervised staff
- Create and execute plans to develop a range of research and evaluation projects that build a diversified portfolio of work
- Monitor and adjust workflow and expenditures on all contracts and grants to maximize efficient resource use
- Negotiate details for service deliver
- Maintain strong client satisfaction with all supervised work
- Work collaboratively with other leaders and managers across the organization to promote accomplishment of the organization's mission and organizational sustainability
- Apply Education Northwest's mission, values, and policies as well as procedures related to quality of assurance, fiscal management , and labor contract requirements

Physical Demands/Conditions:

Office

- Sit for prolonged periods of time, requires manual dexterity for operation of personal computer and ten-key, must be able to lift boxes weighing 30-40 pounds, operate a telephone, frequent interruptions to concentration, interact with a wide range of clients and co-workers

Travel

- Moderate travel requirements (up to 25% of work schedule) including extended overnight stays out of state
- Ability to travel by car or common carrier for out of state and rural travel
- Ability to transport and/or handle moderate sized packages and materials (up to 35 pounds) at on-site locations.

COMPENSATION

Salary range: \$69,400 - \$118,900 per year based on experience, plus a benefits package that includes vacation, generous employer paid retirement, medical, dental, life insurance, transportation benefit, and opportunities for ongoing professional development.

APPLICATIONS

If you are interested in the above position, please go to our website at:

<http://educationnorthwest.org/careers> and click on the apply button located in the position description.

Education Northwest is an Equal Opportunity Affirmative Action Employer