



**Position:** Associate Director of Research and Evaluation

**Organization:** Youth Speaks

**Supervisor:** Director of Development and Communications

### **ABOUT YOUTH SPEAKS**

Based in San Francisco, Youth Speaks leads a movement that defines and develops literacy, working at the intersections of youth development and arts education. Nationally, Youth Speaks is known for building a field that didn't exist. The Wallace Foundation named Youth Speaks one of the 8 exemplary arts education organizations in the nation. We convene the Brave New Voices Network, with over 100 partners across the nation, hold major performances reaching thousands, and have a robust digital footprint, reaching about 500,000 visitors a month. Our research partners and academic partners include the Center for Vulnerable Populations at the University of California, San Francisco, the School of Education at the University of San Francisco, and Informing Change.

#### **Job Description:**

We are seeking a mission-driven, questions-loving professional to drive our research and evaluation. Key activities include developing and implementing systems for quarterly reporting and annual reporting, analyzing data, designing research questions and methods, developing research partnerships, driving a culture of inquiry, and presenting high level findings tailored to multiple stakeholders.

#### Research and Evaluation

- Develop and improve internal systems for program evaluation
- Design research questions and data collection tools that can be implemented by Youth Speaks program staff
- Research trends in evaluation in major organizational areas – youth development, social and emotional learning, social literacy, culture change, arts and education
- Develop and maintain research partnerships with external evaluators and research institutions
- Conduct programmatic and organization-wide evaluations
- Create story and data-driven reports that integrate impact evaluation and illuminate key findings to power communications and improve program design
- Partner with marketing to understand digital reach and programmatic impact
- Cultivate an organization-wide culture of evaluation and learning
- Work with Program Directors to evolve research tools based on findings and program direction

#### Systems Management

- Implement quarterly reports – ensuring that, on a quarterly basis, programming and marketing data is updated and highlights are shared by program directors
- Partner with operations and programs to make recommendations to improve program impact tracking across the organization
- Partner with Program Directors to ensure that impact finding power program design and continuous improvement
- Partner with Director of Development and Communications to ensure that impact findings power marketing, development and communications efforts
- Partner with Marketing to meaningfully engage SPOKES in evaluation implementation offering thoughtful opportunities for SPOKES to engage with research strategy
- Partner with Program Directors and Marketing Director to ensure that analytics and program data is collected accurately, routinely and updated quarterly by program managers, program leads, and marketing associate or others
- Train program managers on systems for evaluation

## General

- Serve as a thought leader in research and evaluation presenting at conferences and developing relationships with leaders in the field
- Represent Youth Speaks at local and regional nonprofit events
- Present evaluation updates to Youth Speaks' staff and board
- Perform other duties as assigned

### **Qualifications:**

The Associate Director of Research and Evaluation is a new position designed to increase our evaluation and impact capacity. It is critical that the Associate Director of Research and Evaluation be willing to jump in, collaborate, create evaluation systems, and champion evaluation and organization-wide learning. This individual must be able to work well under pressure and have a demonstrated exceptional ability to collaborate and communicate effectively. We're looking for someone with great organizational skills, excellent project management and communication skills, and experience designing and conducting research and evaluation.

- Minimum 5 years professional experience in nonprofit management field
- Minimum 3-5 years experience working in research and evaluation, ideally with mid-sized to large nonprofit that has a focus in the arts, youth development, education or another related field to Youth Speaks' programming
- Strong quantitative analysis skills and experience using quantitative analysis software
- Strong qualitative analysis skills
- Demonstrated success in creating evaluation and research plans, including developing indicators and metrics for success
- Demonstrated success in designing data collection tools and conducting data collection activities (e.g., surveys, interviews, focus groups)
- Demonstrated success working with underserved populations and strong cultural competence
- Experience providing direct service in the youth development field (preferred)
- Ability to work independently and as part of a team
- Excellent interpersonal, communication, and organizational skills
- Strong computer skills (Word, PowerPoint and Excel) and ability to independently produce presentations
- Demonstrated experience interpreting results for various audiences
- Demonstrated success with complex project management
- Ability to make clear and compelling presentations to staff
- Advanced degree in a social science field, including education, public policy, public administration, public health, sociology or a related discipline (or work experience equivalent)

### **Salary and benefits:**

Please send your salary requirements in your cover letter. The benefits package includes 100% employee coverage for medical, dental and vision insurance, and four weeks of annual vacation.

### **TO APPLY**

Please submit a resume, writing sample, and a thoughtful cover letter detailing your salary requirements, interest, and experience to [employment@youthspeaks.org](mailto:employment@youthspeaks.org) with the subject line "Associate Director of Research and Evaluation." Only complete applications will be accepted. Applications may be reviewed on a rolling basis. Send your application no later than **January 8, 2018**.

### **EEO/AA**

Youth Speaks is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, including bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical conditions. Reasonable accommodation will be made so that qualified disabled applicants may

participate in the application process. Please advise in writing of special needs at the time of application. Youth Speaks will consider for qualified applicants with criminal histories in a manner consistent with the requirements of San Francisco's Fair Chance Ordinance.