



WE ARE HIRING!

Do you want to make an impact on kids, schools, families, and communities? Do you dream of a job that enables true collaboration with others to implement change and make a difference? Action for Healthy Kids® (AFHK) is seeking an individual to join our team as **Senior Manager for Evaluation and Research**.

What Makes You and AFHK a Great Fit

- You love data! You believe that data informs learning. You enjoy helping people identify insights and make data-driven decisions.
- You are passionate about program evaluation and understand its power.
- You are a problem solver. You see an issue or inefficiency and want to fix it.
- You are excited by technology and aren't afraid to try new things to support data and evaluation.
- You are a teacher at heart and find ways to explain complex ideas to a variety of audiences.
- You are deeply committed to diversity, equity, and inclusion and want to collect, analyze, and report data through an intersectional framework.

TITLE	Senior Manager, Evaluation and Research
FUNCTION	Program and Field Department
LOCATION	Chicago, IL or remote
REPORTS TO	Chief Program Officer
STATUS	1.0 FTE, Exempt
DATE	February 2022

The Senior Manager for Evaluation and Research provides expertise, leadership, and management for organizational data collection and evaluation. This position reports to the Chief Program Officer.

Key Responsibilities

1. Advise executive team on organizational data and evaluation needs, opportunities, and strategies.
2. Provide oversight of organizational data collection and evaluation.
3. Work in lockstep with Senior Manager of Program Monitoring and Evaluation and Senior Manager of Data and Technology to ensure efficient, effective, and cost-effective data and evaluation practices.
4. Apply evaluation and public health theory to update organization's theory of change and program logic models.
5. Use a diversity, equity, and inclusion lens to ensure evaluation design, data collection, analysis, and reporting reflect the diversity of youth, adults, and communities involved in programs being evaluated.
6. Implement and update evaluation plans that include output and outcomes measures, formative and summative evaluation, and quantitative and qualitative methods. Collaborate with fund development staff on evaluation information in grant proposals.
7. Develop evaluation and impact reports and associated tools that demonstrate the organization's impact on child health and well-being.
8. Conduct small-scale reviews of literature, manage research projects and studies, and collaborate on peer-reviewed journal articles.
9. Stay educated about evaluation research, best practices, and trends and professionally engaged in the evaluation field.

10. Collaborate with all departments and matrix teams to support data and evaluation best practices and application of findings. Provide technical assistance and guide data-driven inquiry and decision-making and continuous program improvement with national and field staff.
11. Conceptualize and advocate for innovative tools, plans, and processes that grow and enhance the organization's use of data, evaluation, and research.
12. Facilitate the organization's Research and Evaluation committee of external experts.
13. Represent the organization externally at meetings and conferences; serve as a spokesperson to current and prospective supporters, partners, funders, and other interested parties.
14. Other duties as assigned.

Education/Experience/Qualifications






- Bachelor's degree with a minimum of 5-7 years' experience in data analysis, epidemiology, and/or program evaluation; master's degree preferred
- Experience leveraging peer-reviewed literature and program theory to inform theories of change, logic models, and strategy maps
- Experience with qualitative, quantitative, and mixed method data collection and analysis
- Experience supporting the full life cycle of survey research: design build, deploy, analyze, and report
- Experience with data visualization, drawing conclusions from findings, and communicating concepts to non-technical audiences
- Experience using relational databases (e.g., Salesforce), survey platforms (e.g., Survey Monkey), and statistical software (e.g., SPSS)
- Strong commitment to working with diverse and underserved communities
- Ability to travel about 5% of time

Key Competencies

- Strong self-starter, time management, project management, problem-solving, and customer service skills
- Attention to detail and ability to validate and reconcile data collected from multiple sources
- Strong qualitative, quantitative, and mixed-methods data collection and analysis skills
- Strong written and verbal communication skills; bilingual Spanish speaker a plus
- Proficient with Microsoft Office Suite, particularly Excel

Action for Healthy Kids is a national non-profit organization raising the bar on the health of the whole child to extraordinary levels across the country. AFHK mobilizes school professionals, families, and communities to take actions that lead to healthier children. We partner with dedicated volunteers— teachers, students, moms, dads, school wellness experts and more—from within the ranks of our 140,000+ constituency to create healthy environments for kids. We are committed to impacting holistic changes with a focus on serving students from underserved communities. Our new, exciting strategic plan will guide our work over the next ten years as our small but mighty team tackles some of the most important issues facing our kids. Please visit us at www.ActionforHealthyKids.org.

Action for Healthy Kids is an equal opportunity employer. We celebrate diversity across multiple and intersectional dimensions, including but not limited to race, ethnicity, socioeconomic background, gender identity, sexual orientation, religious beliefs, disability status, and age. We are committed to creating an inclusive and welcoming environment for all employees.

AFHK Values: Hungry for Change  Think Big  Flexible  Caring  Collaborative  Work Hard, Play Hard