JOB DESCRIPTION

Position Title: Director of Evaluation and Research
Employee Name: TBD

Reports To: Executive Director
Date Prepared: June 2014

Organization Background:
Judi’s House is a community-based, nonprofit bereavement center for children and families located in Denver, Colorado. Founded by former NFL quarterback Brian Griese, who lost his own mother to cancer when he was 12, and his wife, Dr. Brook Griese, a child clinical psychologist, the vision of Judi’s House is a world where no child has to feel alone in grief.

In order to achieve this vision, Judi’s House is committed to providing comprehensive, innovative services for bereaved youth and families at Judi’s House as well as in school- and community-based bereavement groups throughout metro-Denver and beyond. Judi’s House is also committed to contributing scholarly knowledge about the diverse needs of the bereaved and the impact of varied grief support services through an ongoing, collaborative research initiative with the University of Colorado. By integrating practice, research and community, Judi’s House is in a unique position to create social change around the issue of childhood bereavement and serve as a national leader in the effort to increase access to effective, individualized care for the bereaved. Towards this effort, Judi’s House has recently established the JAG Institute, a center of learning focused on expanding the evaluation, research, training and technology initiatives necessary to successfully disseminate trauma-informed bereavement programs.

Position Summary:
Reporting to the Executive Director (ED), the Director of Evaluation and Research will support Judi’s House in evaluating the overall effectiveness of its interventions and programs while monitoring individual differences in the development of grieving youth and families. This position requires in-depth knowledge of program evaluation, research methods, intervention design and evaluation in a community-based participatory research setting. As a member of the senior leadership team, the Director of Evaluation and Research will guide strategic planning for evaluation and research of Judi’s House programs, determine future evaluation and research initiatives, and collaborate in disseminating programs through the JAG Institute. The position involves close collaboration with clinical staff from Judi’s House and academic faculty and staff from both the University of Colorado Boulder Department of Psychology and Neuroscience and the University of Colorado School of Medicine.

Key Traits and Qualifications Sought:
The ideal candidate would have specific experience with program evaluation of non-profit organizations, collaborative evaluation projects, and intervention and outcomes evaluations for preventative programs. Background in evaluation and research in the areas of grief, bereavement, trauma, child development and/or at-risk youth and families is preferred.

Judi’s House Attributes & Competencies
Judi’s House expects to achieve its vision by adhering to 3 core values: Respect, Accountability, and Compassion. Nothing is more important than having a team of people that incorporate these values and hold each other accountable for living this culture every day at Judi’s House:

- **Respect** – For each member of the Judi’s House team, all Judi’s House constituents, and their personal role in the organization.
- **Accountability** – Effective members of the Judi’s House team are hard working, dependable, and willing to make appropriate sacrifices to meet team goals.
- **Compassion** – For the children and families who seek our help. A good fit for Judi’s House is someone who is passionate about giving back in ways that are meaningful and measurable.
- **Integrity** – Does not cut corners ethically, ever. Earns trust and maintains confidences.
- **Positive Attitude** – High energy and enthusiasm for the work they do. There is nothing this person cannot accomplish with adequate time and resources.
- **Intelligence** – Demonstrates an ability to learn quickly and adapt to changing environments.
- **Organized and Efficient** – Ability to focus on key priorities and produce results with minimal wasted effort.
- **Persistence** – Demonstrates tenacity & willingness to tackle difficult situations head on.
- **Communication Skills** – Demonstrates high oral and written communication skills in multiple settings. Ability to listen and understand varying viewpoints.
- **Humility** – A requisite attribute to be a part of creating positive social change.
EDUCATION OR FORMAL TRAINING

- Doctoral degree in clinical, counseling, community or school psychology; social work; public health or related field preferred.
- Evidence of scholarship including publications, presentations, and training activities.
- Minimum of 5 years of program evaluation and/or research experience.

SPECIFIC EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES SOUGHT

- At least 5 years engaging in program evaluation, data analysis, and research, with experience in all aspects of the evaluation process, including:
  - Developing research and evaluation questions,
  - Designing evaluation plans,
  - Managing data acquisition efforts including collection, entry, cleaning, and production,
  - Database/spreadsheet management,
  - Overseeing data cleaning, recoding, and manipulation,
  - Analyzing quantitative and qualitative data, and
  - Compiling and summarizing results for a variety of audiences.
- Authorships on scholarly products including research reports, white papers, and training syllabi.
- Personnel management experience including hiring and supervising direct reports (research assistants, students).
- Strong knowledge of statistics, program assessment, and outcome/impact analysis (statistical software package – SPSS).
- Proficiency with Microsoft Office including Word, Excel, and PowerPoint. Experience with Access preferred.
- Strong verbal, interpersonal, and written communication skills, with proven ability to communicate information diplomatically, concisely and professionally with internal and external audiences.
- Ability to present complicated data and ideas to multiple audiences in creative, understandable, and easily consumable ways.

ESSENTIAL DUTIES/RESPONSIBILITIES:

EVALUATION AND RESEARCH

Work with the Judi’s House Leadership Team and Principal Investigator of the CU Research Initiative to:

- Develop and implement program evaluation and research studies that examine implementation, effectiveness, and efficiency of various interventions and other programs provided at Judi’s House.
- Work collaboratively to develop evaluation strategies, ensuring each intervention incorporates outcome measures and standardized metrics.
- Manage data acquisition efforts including data collection, entry, transformation, and cleaning.
- Ensure that all evaluation and research work is conducted in accordance with documented systems and processes and within professional bounds.
- Participate in data analysis, synthesis, preparation and presentation.
- Work collaboratively on the preparation and dissemination of scholarly products and training efforts.
- Complete special evaluation/research projects as needed.

ADMINISTRATIVE

- Manage department budget and annual evaluation and research plan.
- Document, implement and innovate systems and processes for successful operation of all aspects of evaluation and research.
- Oversee the management of staffing (including paid, volunteer and interns) to meet daily needs of the evaluation and research department.
- Provide regular evaluation and research reports to ED to provide information for grant development and reporting and for general accountability.

SUPERVISORY

- Supervise evaluation and research team.
- Responsible for ongoing staff development, annual performance evaluations, hiring & termination of staff.
- Ensure that evaluation and research meetings address issues in a timely fashion.
- Oversee staff time sheets and leave documents and submit them on a monthly basis.

OTHER DUTIES/RESPONSIBILITIES
Attend and participate in team and organizational meetings.
Collaborate with Judi’s House staff and perform job duties to advance the organization’s mission and vision.
Perform other duties as assigned by ED.

INSTRUCTIONS:
Please send Resume, Cover Letter and Salary Requirements to HR@judishouse.org. Reference “Director of Evaluation and Research” in subject line.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.
We are an organization where everyone pitches in to get done what needs to be done.

It is the policy of Judi’s House to prohibit discrimination against any person or organization based on age, race, sex, color, creed, religion, national origin, sexual orientation, transgender status, gender identity, gender expression, ancestry, marital status, gender, veteran status, political service, affiliation or disability.