

Research & Evaluation Director

Cardea is a national organization that provides training, organizational development, and research and evaluation services to health and human service organizations. Our mission is to improve organizations' abilities to deliver accessible, high quality, culturally proficient, and compassionate services to their clients.

The Research and Evaluation Director leads project teams and works collaboratively with other staff on evaluation, organizational development, and capacity building initiatives. This position reports directly to the Director of Program and Impact and will be located in Seattle, Washington.

Specific Duties

- Leads research and evaluation initiatives that advance Cardea's mission, vision, and goals
- Supports staff in designing, developing, and managing innovative data systems and data analysis plans
- Monitors progress on work plan and deliverables and ensures compliance with reporting and other grant/contract requirements
- Contributes to and reviews creative reports and resources, training designs, and technical assistance plans for program partners related to evaluation and organizational development
- Designs, develops, and delivers abstracts, presentations, and posters at meetings and conferences
- Contributes to developing and monitoring project budgets
- Manages and monitors human subjects review materials
- Leads/contributes to new business activities through networking and the development and preparation of proposals to public and private funders
- Contributes to marketing Cardea's work
- Represents Cardea at local, regional, and national meetings

Skills and Abilities

- Master's degree in public health, public administration, social work, economics, or a related field, with coursework in epidemiology, population health, biostatistics, economic analysis, or public policy analysis and evaluation
- Demonstrated experience supervising and supporting staff and/or leading project teams
- Demonstrated knowledge and experience in health and human service issues with subject matter expertise related to population and family health, early childhood care and education, sexual and reproductive health, behavioral health, or related topics
- Demonstrated expertise in data visualization and reporting best practices for mixed methods evaluations
- Demonstrated expertise in quantitative and qualitative data management, analysis, and software packages (SPSS, R, STATA, Tableau, NVivo, ATLAS.ti, etc.)
- Ability to work effectively in a small, diverse team environment and across multiple office locations
- Demonstrated knowledge and experience in working with diverse constituencies including public agencies, nonprofit organizations, and other community groups and organizations
- Demonstrated ability to communicate effectively in writing and verbally with co-workers,



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Training, Organizational Development and Research

clients, and program partners, including success in developing and preparing proposals

- Demonstrated experience in managing multiple tasks and in organizing and prioritizing work assignments and ongoing duties
- Ability to rapidly assimilate new information and adjust to dynamic work environment
- Ability to think creatively
- Willingness and ability to travel nationally with overnight stays

Cardea provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, gender, sexual orientation, gender identity, national origin, age, disability, or any other status protected by applicable federal, state, and local laws. Cardea complies with all applicable federal, state, and local laws that prohibit discrimination in the workplace.

Cardea offers a comprehensive benefits package that includes medical, dental, 401(K) retirement, and life and short-/long-term disability insurance. Cardea is on public transportation routes; supports flexible work schedules for employees; and is a business casual dress environment.

The salary range for this role is \$75,000-90,000 per year.

Please submit a brief resume, one sample dissemination product for which you are a primary author (report, one-pager, slides, infographic, etc.), and a cover letter noting your role developing the sample product to awinters@cardeaservices.org by March 8, 2020. Please write “Research and Evaluation Director” in the subject line.