

## **Research & Evaluation Manager**

Cardea is a national, women of color led, 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. We believe that organizations thrive by integrating principles of equity and social justice into all aspects of their work.

The Research and Evaluation Manager works collaboratively with the research and evaluation team and other Cardea staff on evaluation, organizational development, and capacity building initiatives. This full-time position will report directly to the Research and Evaluation Director and will be located in Austin, TX. This position requires onsite work at the Texas Department of State Health Services in Austin, TX beginning in 2020.

### Specific Duties

- Designs and manages data systems required for research and evaluation projects
- Develops and implements data analysis plans involving univariate and multivariate procedures and other statistical methods, as appropriate
- Generates/contributes to resources to support health and human service organizations' work
- Generates/contributes to reports, presentations, articles, and other dissemination products for funders, key stakeholders, and program partners
- Designs, develops, and delivers training and technical assistance to program partners on evaluation
- Produces abstracts, as well as presentations and posters, for conferences and meetings
- Develops, submits, and monitors related human subjects review materials
- Contributes to new business activities through networking and the development and preparation of proposals to public and private funders
- Participates in local, regional, and national meetings, as requested by the Leadership Team, Research and Evaluation Director, and/or Director of Program and Impact

### 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
- Expertise in quantitative and qualitative data management and analysis
- Mastery of SPSS, R, SAS, STATA, or Tableau
- Expertise in data visualization best practices
- Experience managing complex datasets and data collection systems (i.e., electronic health record data, laboratory slip data, etc.)
- Knowledge and experience in health and human service issues and subject matter expertise related to population and family health, sexual and reproductive health and well-being, early childhood care and education, behavioral health, and/or school health
- Knowledge and experience in working with diverse constituencies including public agencies,



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Training, Organizational Development and Research

nonprofit organizations, and community groups and organizations

- Demonstrated ability to communicate effectively in writing and verbally with co-workers, clients, and program partners
- Demonstrated experience 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
- Willingness and ability to travel nationally with overnight stays
- Proficiency in Microsoft Windows and Microsoft Office, including Outlook, Word, Excel, PowerPoint, and SharePoint

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 \$55,000-75,000 annually. This is an exempt position.

Please submit a resume and cover letter to [careers@cardeaservices.org](mailto:careers@cardeaservices.org) by **October 12, 2020**. Please write "Research and Evaluation Manager" in the subject line.