

JOB DESCRIPTION

JOB TITLE: Research Senior Manager
DIVISION: Systems, Research & Development
DEPARTMENT: Research
DIRECT SUPERVISOR: VP, Systems, Research
& Development

OFFICE LOCATION: Chapel Hill
SERVICE AREA: National
CLASSIFICATION: Exempt
HOURS PER WEEK: 40

JOB SUMMARY:

Responsible for the development and implementation of internal evaluation projects and external research projects as assigned.

DUTIES AND RESPONSIBILITIES:

- Treat information on CCSA clients, employees or Board members in a confidential manner
- Interview, hire and evaluate the performance of Research staff
- Plan project timelines and work assignments
- Mentor and train the Research staff in all aspects of Department activities to help staff succeed and to assure that the department's research products meet internal standards set by the President and Division VP
- Aid in budget development and ensure adherence to budget requirements and limitations
- Seek new research projects and funding and assist in grant preparation
- Implement research projects including the development and testing of research tools, review of relevant literature, coordination of data collection and analysis and quality control measures
- Develop standardized procedures for securing compliance with rules and ethical guidelines on the study of human subjects
- Maintain and review (as necessary) the department's procedure manual
- Communicate with stakeholders, such as child care resource and referral agencies, Smart Start Partnership or other agencies relevant to the studies in progress, define their roles in relation to studies and partner with them when appropriate
- Analyze study data, prepare summary reports and present report findings to funders and internal staff as appropriate
- Write formal reports of research findings for external audiences as assigned, including legislators
- Work collaboratively with CCSA's Communications Department to produce external reports, press releases, determine optimal dissemination methods and put materials on CCSA's web-site
- Participate in program management team meetings, and represent the Research Department in forums where collaboration potential exists
- Develop and annually evaluate the internal program research tools and perform program evaluation for internal agency services
- Work collaboratively with agency management members in the evaluation of their programs and provide analysis of data
- Perform other tasks as assigned by VP, Systems, Research & Development

SPECIAL SKILLS:

- Effective oral and written communication skills with internal and external clients
- Proficiency in using, Word, Excel, PowerPoint and FileMaker Pro system
- Proficiency in using statistical programs such as SPSS or similar program
- Proficiency in data entry and data management
- Attention to detail with ability to accurately handle large volume of data on multiple projects at once
- Strong initiative and personal organization
- Effective at developing procedures to aid others in structuring their work and routines

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Master's degree in human services field or related preferably with emphasis on social research and/or public policy
- College level statistics and research coursework
- At least three years of previous experience with survey research/public policy/data management
- At least three years of supervisory experience
- Comfort with researching, analyzing, and debriefing complex issues
- Experience managing multiple budgets
- Data management, data analysis and data entry skills required

SPECIAL WORKING REQUIREMENTS:

- An automobile at his/her disposal; a valid, non-suspended NC driver's license and a current automobile liability policy with continuous coverage. Reasonable accommodations may be made at agency's discretion
- Must be able to manipulate and operate office supplies and equipment. Occasionally required to lift up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities
- No substantiation or criminal conviction of child abuse or neglect
- May require need for flexible schedules with some evening and weekend work possible during data collections, analysis and reporting periods

SALARY RANGE: \$46,800 to \$70,200

Please submit your resume to HR@childcareservices.org

Please note that both ranges reflect salaries for a full-time employee and must be adjusted for hours fewer than 40.

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