



Director of Research and Evaluation

Job Description

UNITE-LA is a non-profit organization whose mission is to advance and support an effective public education system in Los Angeles. An affiliate of the Los Angeles Area Chamber of Commerce, UNITE-LA also serves at the Education and Workforce Development Department within the Chamber. The L.A Area Chamber represents more than 1,650 member businesses throughout Southern California. By being the voice of business, helping its members grow, and promoting collaboration, the L.A. Area Chamber assures prosperity for the Los Angeles region.

Position

The Director of Research and Evaluation will reside within UNITE-LA and the Education and Workforce Development Division of the Los Angeles Area Chamber of Commerce and will report to the President of UNITE-LA and the Senior Vice President of Education and Workforce Development. It is a salaried exempt position with full benefits, including paid sick leave, vacation, 401(k) participation, health, vision and dental.

Job Description

As Director of Research and Evaluation, the candidate will:

- Oversee all research and evaluation projects for the department which align with strategic priorities of the organization
- Collaborate inter-departmentally to align research, performance management, program design and evaluation
- Conduct scholarly research on the issues relevant to the organization (alone or with other organizations) for the purpose of improving implementation of existing programs, launch of new programs, advising on policy issues, and solicitation of new funds
- Commission external evaluations, including contract development, and monitor the work and product
- Serve as project liaison to external evaluators hired by funders
- Collaborate in research and policy consortia with partners
- Collaborate with colleagues and partners to ensure that internal data management systems are structured in accordance with current programmatic and organizational needs
- Utilize available public data systems to collect relevant information and data
- Collaborate with staff team to communicate findings from the organization's research and evaluation findings to staff, partners, and the public as appropriate
- Contribute to the development and documentation of programmatic interventions
- Contribute to development efforts by responding to grant proposals with relevant supporting research and evaluation methodologies
- Maintain awareness of local and national research as it relates to the work of the organization and be able to communicate emerging promising and best practices to staff and partners
- Develop and present oral, written, and visual summaries of analyses focused on implications of key findings for policy and practice
- Disseminate research briefs to practitioners and support professional development efforts

- Develop and or identify tools and other new content to post on organizational websites that would support the best practices of UNITE-LA's and LAACC EWD's network of partners
- Collaborate with colleagues to design and facilitate trainings for staff and other partners on skills related to research and evaluation

Requirements

- Master's Degree required in relevant field, Ph.D. preferred
- Minimum of 3-5 years of experience with management experience preferred
- Ability to design and implement systems necessary to gather, maintain, and analyze statistical data and generate reports
- Knowledge of research methodology, principles, and procedures
- Demonstrated success collaborating with other educational, social, or governmental systems
- Strong verbal, written and public speaking communication skills
- Demonstrated success in executing qualitative and quantitative research
- Excellent interpersonal and networking skills
- Strong analytical and organizational skills
- Ability to convene and motivate teams and diverse populations
- Knowledge of local, regional and national education reform and workforce development issues and strategies
- Excellent customer service skills
- Ability to employ flexibility and creativity in the face of ambiguity and challenge
- Able to take ownership and drive activities to completion

Salary Range: Commensurate based on experience

Please email resumes to Natalie Pitman at npitman@lachamber.com or fax to 213.482.0814.