

# TEXAS HEALTH INSTITUTE

## Job Description

**TITLE:** Director of Evaluation

**REPORTS TO:** Chief Research & Evaluation Officer

**BASIC FUNCTION:** The Director of Evaluation will manage and administer the evaluation portfolio for Texas Health Institute. This position is located within the Research & Evaluation Team, and as the institute continues to grow, will include supervision of junior staff and graduate interns. The Director of Evaluation must have strong research and evaluation skills including: experiencing leading mixed-methods (quantitative and qualitative) evaluations in applied research settings, exceptional communication and presentation skills, and successful grant proposal writing and project management. At least a master's degree with 7 years of experience is required. Required work location for this position is in Texas.

Salary Range: \$85,000-95,000

THI is an equal opportunity employer committed to inclusive hiring and dedicated to diversity in our work and staff. We do not discriminate in employment opportunities or practices based on actual or perceived race, color, religion, national origin, sex (including pregnancy, childbirth or related medical conditions), age, marital status, sexual orientation, gender identity or expression, veteran status, uniform service member status, disability, or any other characteristic protected by law. Women, people of color (including multilingual and multicultural individuals), LGBTQ+ persons, and people with disabilities are encouraged to apply.

### MAJOR RESPONSIBILITIES/TASKS

- Lead the development and implementation of public health-related evaluation projects, including large- and small-scale evaluations, government-funded evaluation studies of public health interventions, and local program evaluations carried out with community-based organizations.
- Collaborate with community-based organizations, philanthropy, non-profit organizations, government and academic partners to conduct evaluations of programs and services, leverage data for action, and support the development and improvement of community-based programs, initiatives and services.
- Promote strategic relationships with collaborators to grow the Research & Evaluation Team's core evaluation capacities, and for securing grants, contracts and other revenue sources.
- Design evaluation protocols, and oversee the day-to-day operations of multiple evaluation projects including data collection, management, quantitative and qualitative data analysis, and synthesis of findings.
- Apply principles of equitable evaluation practice and work collaboratively with the Chief Health Equity

Officer and Chief Research & Evaluation Officer to use a rigorous health equity lens across the portfolio of projects in systematic and intentional manner.

- Support dissemination of THI's evaluation work through articles in peer-reviewed journals, gray literature, conference presentations and other dissemination channels.
- Produce relevant qualitative and quantitative data visualizations and written summaries for a range of audiences including policymakers, community stakeholders, funders, executive leaders, and others.
- Lead writing and editing of evaluation reports, presentations, meeting materials, and other deliverables for multiple audiences, with oversight from the Chief Research and Evaluation Officer.
- Serve as an authoritative source on evaluation practices, theory, methodology and principles.
- Lead the preparation of evaluation proposals and reports for funders, with oversight from the Chief Research and Evaluation Officer.
- Supervise and train junior staff and interns to support literature reviews, data entry and analysis, as necessary.
- Represent THI in meetings and conference calls with collaborating organizations, advisory groups, and funders.
- Support THI projects and perform other duties as identified and appropriate.

#### **POSITION REQUIREMENTS, KNOWLEDGE, SKILLS & ABILITIES:**

NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to perform the essential functions of the job in a satisfactory manner.

**Supervisory Responsibility:** As required.

- A master's degree in public health, health administration, social work (MPH, MHA, MHSA, MSW, MSSW), or closely related field, and **at least 7 years of related experience**. Preference will be given for experience in evaluation of public health programs.
- Experience leading in a dynamic research or consulting environment requiring a high comfort level engaging with clients, thought leaders, and decision-makers.
- A deep understanding of the public health ecosystem, including topics of community health, health equity, health disparities, and social determinants of health.
- Knowledge of principles of equitable evaluation practice, collective impact, developmental evaluation, evaluability assessment, and other evaluation approaches. Must have a curiosity and passion about the role of health equity in today's evaluation landscape and bring a desire to continue to build THI's evaluation practices in this area.
- Experience in rigorous evaluation including data and client management and communication of results to stakeholders.
- Experience with and ability to lead qualitative research, including drafting interview protocols, conducting focus groups and key informant interviews, and analysis with qualitative software (e.g., Atlas.ti, NVivo).
- Experience and ability to lead in the following: data collection, data management, data analysis (quantitative using Stata or SPSS), survey development, data management and quality assurance, data reporting and dissemination.
- Strong writing, editing, and presentation skills, including the ability to explain complex analysis to a variety of audiences, and the ability to write in plain language for lay audience.
- Strong analytical and critical thinking skills, intellectual curiosity, and initiative.
- Strong organizational skills, attention to detail, ability to prioritize and manage multiple tasks, and

ability to complete projects under time constraints.

- Exceptional communication skills, including the demonstrated ability to initiate, build, and maintain strong relationships with partners.
- Ability to be self-motivated, flexible, and to work independently and as part of a team.
- Ability to meet assigned deadlines, work well under pressure, and on multiple projects.
- Excellent computer skills including proficiency in Microsoft Office applications, such as Word, Excel, PowerPoint, and Outlook.

**To Apply:**

Please email (subject line: Director of Evaluation) a resume, cover letter and THI application to Sherry Wilkie Conway at [swilkie@texashealthinstitute.org](mailto:swilkie@texashealthinstitute.org).