

DOWN EAST PARTNERSHIP FOR CHILDREN

POSITION: Research and Development Director

REPORTS TO: Executive Director

CLASSIFICATION: Exempt

HOURS PER WEEK: 40 Hours

DATE: _____

APPROVED: _____

Executive Director

PRIMARY PURPOSE:

Management of Research and Development (R&D) component of DEPC including program research, development and evaluation; program monitoring; strategic planning; and grants management. Functions as part of the Partnership management structure.

ABILITIES NEEDED:

- Strong supervisory and training skills
- Excellent presentation and facilitation skills
- Excellent verbal and written communication skills
- Works independently and as part of a team.
- Superior organizational skills
- Manages multiple tasks and complex processes

WORK EXPERIENCE REQUIREMENTS:

- 5 or more years experience in program implementation and management
- 3 or more years supervisory experience
- 2 years experience working in a non-profit organization
- Extensive experience in data driven decision making
- Grant writing experience
- Budgeting/finance experience
- Proficient in computer skills
- Valid Drivers License

ESSENTIAL RESPONSIBILITIES:

R&D Management

- Manage R&D program components to ensure services are being provided and program goals are being accomplished within parameters established by multiple funders.
- Supervise and annually review R&D program staff.
- Oversee hiring process and as needed, supervise evaluation, planning and/or program consultants.
- Manage R&D budgets, including Smart Start and related federal, state and private grants.
- Coordinate R&D team meetings and R&D annual retreat.

DEPC Program Management

Working with appropriate staff—

- Oversee the development and activities of all DEPC funded programs to ensure quality services, a coordinated service delivery system, and alignment with the DEPC Strategic Framework.
- Oversee the evaluation component of all DEPC funded programs to ensure alignment with the DEPC Strategic Framework and that annual outcomes are developed and met.
- Oversee annual contract monitoring of all programs including testing visits, site visits and quarterly program reviews.
- Participate in the development of new programs based on identified community needs, funding requirements, and alignment with the mission and focus of DEPC.
- Oversee Snap Ed plan. Serves as project coordinator to ensure activities are delivered as described and serves as primary liaison with state level SNAP-Ed personnel.
 - Maintains regular contact with all Healthy Families/Healthy Providers initiatives to assess functioning, quality of services and needs. Also maintains contact with partnering agencies.

Oversees planning for collection and reporting of data on all SNAP-Ed interventions. Supervises Evaluation Specialist to ensure all data collection is performed in a timely manner, reported as required, and shared with DEPC Board to inform of progress in meeting goals of Healthy Families/Healthy Providers Project.

- Support the facilitation of the Community Outreach Committee and related activities to raise awareness of services and investment in DEPC activities, including social media and website.
- Oversee contact management process including prospects, donors and funders.

DEPC Strategic Framework, Strategic Planning and Evaluation

- Monitor the progress of the DEPC Strategic Framework including 1) the status of the strategic milestones and 3-5 year indicators, 2) the development of strategies needed to meet the milestones and indicators, and 3) the development of the DEPC Model of Services and status of long term outcomes.
- Provide support as needed to Program Director for the collection and usage of data from the Family First System to track children and families to ensure that services are being provided to meet the milestones, indicators and DEPC Strategic Framework long-term outcomes.

Grants Management and Development

- Oversee grants management process to plan for and implement grant proposals and reporting processes to ensure procedures are followed and tasks are completed.
- Assist with writing and/or editing of grant proposals and reporting as needed.
- Oversee Development and Communications Plan, compile a monthly development report, and development dashboard reflecting progress on the plan's goals.
- With appropriate grants management team, coordinate the Smart Start strategic planning process for both internal and external programs including—
 - Bid process
 - Collection and screening of proposals
 - Technical assistance
 - Presentation of proposals and/or complete program plan to the Board/Executive Committee
- With appropriate grants management team, assist with development of internal and external program proposals for other funding sources including—
 - Writing and editing grant proposals
 - Coordination of subcontracting processes (bid process, collection and screening of proposals) with the Budget & Contracts Manager

- With appropriate grants management team, assist with program reporting for other funding sources, including—
 - Data collection from subcontracted programs
 - Report writing/editing as needed.

Program Monitoring

Quarterly Review

- With Program Director, Evaluation Specialist, Operations Director, Budget & Contracts Manager and COC Director, review program performance, evaluation data and financial reports on a quarterly basis to include—
 - Maintenance of records until forwarded to Contracts Specialist

Contract Monitoring

- Annually coordinate contract monitoring procedures with Evaluation Specialist, Operations staff and others as appropriate to include—
 - Site review of program documentation
 - Follow-up of action required
 - Follow-up and planning follow-up site visits
 - Maintenance of monitoring records until placed in contract files.

Other

- Attend DEPC Program Directors' meetings and report on R&D activities.
- Attend and participate in planning DEPC staff meetings and retreats, which may include an out of town retreat.
- Attend DEPC Board meetings and Executive Committee meetings as needed.
- Represent DEPC in meetings and activities as related to program support, evaluation, community outreach, and the DEPC Strategic Framework.
- Ensure that all R&D grants and contract obligations are met.
- Collaborate with Operations Director to oversee R&D budgets.
- Responsible and accountable to the Executive Director of the Partnership for day-to-day activities.
- Other duties assigned as deemed appropriate by the Executive Director of the Partnership.

EDUCATION:

- A Master's degree or equivalent in education and experience.

PHYSICAL REQUIREMENTS:

- While performing this job the employee is:
 - Frequently required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands or arms
 - Periodically required to stand; walk, stoop, kneel
 - Occasionally required to lift up to 25 pounds
- Specific vision abilities required by this job include: close vision and the ability to adjust focus to operate the computer
- The position also requires the ability to periodically work under time pressure
- The position requires the ability to communicate verbally with people