



Job Title: Research and Evaluation Manager

Job Summary: The Research and Evaluation Manager will be an integral member of UP Partnership’s Data Department, serving to conceptualize and manage research projects in service of UP Partnership’s organizational and workstream priorities and goals. The Research and Evaluation Manager will be responsible for addressing the survey, program evaluation, and logic model needs of UP Partnership networks and communities of practice as we collectively work to advance equity in our youth-serving systems and close racial/ethnic disparities in educational outcomes. The Research and Evaluation Manager will support our work by conceptualizing, supporting, and executing our research portfolio. This position reports to the Senior Director of Strategic Impact.

Essential Duties and Responsibilities:

- Manage a diverse portfolio of research and evaluation projects, including meeting deadlines and deliverables.
- Develop research questions and design research studies to answer questions.
- Collect, clean, and analyze quantitative and qualitative data for evaluation.
- Design and conduct quantitative and qualitative research studies of practice-relevant education issues, including conducting literature and practice scans, designing and performing data analyses, and summarizing findings.
- Collaboratively write briefs, reports, memos, and other content such as online media or data tools, to further disseminate the research and analysis to various stakeholders.
- Create an active research program by identifying new areas for research, developing baseline data, and designing evaluation protocols.
- Identify and/or construct key indicators or metrics for assessment.
- Participate substantively in the development of logic models and theories of action to address how we can collectively work to advance equity in youth-serving systems.
- Track developments in K-12, postsecondary, restorative justice, and out of school time issues in the media, legislative and regulatory activity, and other research reports.
- Other duties as assigned.

Education, Job Knowledge, and Experience Requirements

- Bachelor’s degree required; Master’s degree preferred
- Experience working in collective impact or other coalition-building initiatives, preferred
- Strong research and evaluation experience, with an ability to synthesize information quickly and clearly, including past logic model development
- Experience with Texas education data and policy landscape
- Excellent interpersonal and communication skills with a strong teamwork orientation
- Experience in developing strong surveys for youth and adult participants
- Excellent follow-through and organizational skills to manage multiple projects
- Strong familiarity with Excel, Stata, and survey software like Qualtrics
- Talent to write clearly and concisely, with a record of publications and presentations
- Ambitious self-starter with a collaborative professional style
- Passion for improving the educational experiences and outcomes for Bexar County

Position Details

The Research and Evaluation Manager position is a regular, full-time, benefits eligible position. Anticipated start date is on or before January 11, 2021. Annual salary range is \$54,000-\$60,000 depending on education and experience. All UP Partnership staff are currently working virtually. To apply for this position, please submit your cover letter and resume in PDF format to Emily Calderón Galdeano at emily@uppartnership.org by 5:00pm on Monday, November 30, 2020.

- In the subject line write the name of the position you are applying for and your last name, for example “Research and Evaluation Manager-Smith”
- Please save your resume and cover letter as attachments with names as follows: “Research and Evaluation Manager-Smith-Resume” and “Research and Evaluation Manager-Smith-Cover Letter”

UP Partnership, formerly the P16Plus Council of Greater Bexar County, is a collective impact partnership that leverages data and coordinates leaders to drive equitable youth outcomes across San Antonio. For more information about our organization, visit our website at <https://uppartnership.org>.

UP Partnership is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.