

Evaluation Manager

POSITION SUMMARY

The Evaluation Researcher will lead a grant-funded effort to build the evaluation capacity of childhood bereavement agencies, empowering participating organizations to better serve bereaved families in their communities. With support from the Director of Evaluation and Research and in collaboration with Research Associates, the Evaluation Researcher will implement evaluation training and technical assistance resources focused on best practices in data collection, data utilization, and evaluation. The Evaluation Researcher should understand evaluation for community-based programs and needs assessments. The Evaluation Researcher must have a passion for asking questions and solving problems, be able to generate and run with ideas, and hold themselves to the highest standards of excellence. The Evaluation Researcher reports directly to the Director of Evaluation and Research, supervises two Research Associates, and is a key leader in the Evaluation and Research Initiative, which aims to consider the effectiveness of programs and increase scientific understanding of the experiences and needs of grieving children and families. This position is funded in support of a grant through February 2027, with the potential of renewal funding to extend the term.

ESSENTIAL DUTIES/RESPONSIBILITIES

- Conduct web-based professional training for interested childhood bereavement professionals across the country. Developed training includes data basics, program evaluation basics, theory of change, and evaluation planning.
- Conduct interactive web-based workshops for childhood bereavement personnel from agencies selected as Childhood Bereavement Changemakers. Developed workshops include initial evaluation preparation, evaluation planning, implementing data collection, and data utilization.
- Understand community data available to assist agencies in conducting needs assessments (e.g., American Community Survey, Judi's House Childhood Bereavement Estimate Model data - <https://www.judishouse.org/cbem>).
- Develop/maintain agency relationships and external communications
- Collaborate and communicate with agencies to devise data-informed strategies and recommendations to improve decision-making, implementation, process, and outcomes
- Provide group and agency-specific technical assistance, and oversee Research Associates in providing follow-up to selected Childhood Bereavement Changemaker agencies
- Build and facilitate an evaluation network for Childhood Bereavement Changemakers, including an annual in-person meeting
- Gather and analyze data to determine impact of service offerings
- Maintain organizational standards around evaluation capacity-building resources
- Develop creative solutions independently and as part of a team to optimize project management
- Manage multiple projects simultaneously, including development and maintenance of detailed workplans, staffing plans, and overall project workflows to stay on timeline.
- Demonstrate flexibility and adaptability to changes within workflows, technology/software solutions and organizational needs, effectively conceptualizing and developing new processes when applicable.
- Provide highly detail-oriented, organized, and thorough documentation of all work to ensure ongoing tracking and traceability.
- Systematically track all projects, documenting progress towards deliverables/goals and routinely updating relevant JH/JAG staff and leadership.
- Contribute to the continual improvement and refinement of activities, ensuring greater efficiency, accuracy, and productivity.
- Contribute to written reports, background papers, program documentation, and presentations
- Foster and actively engage in the culture of learning within JH/JAG: ask questions, engage in creative thinking, and collectively work toward achieving the full potential and impact of JH/JAG

Supervisory Duties

- Research Associates (2)

Qualifications

Education and Experience

- Training in quantitative and qualitative research and evaluation methods in an academic or other social science applied context, often a master's degree with applied work experience or a bachelor's degree with multiple years applied work experience

Knowledge and Skills

- Experience with evaluation and capacity building efforts
- Understanding of research design and methods
- Excellent verbal, interpersonal, and written communication skills
- Proficiency with Microsoft Suite and Zoom
- Highly detail-oriented, organized, and able to systematically track multiple factors simultaneously
- Experience translating findings to both non-research and research-savvy audiences
- Experience leading teams and supervising
- Demonstrated ability to work both independently and within a professional team environment
- A desire to support non-profit, mission-driven work addressing childhood bereavement is required

Physical Requirements

- Prolonged periods of sitting at a desk working on a computer
- Must be able to lift 25 pounds at a time.

About Us:

Judi's House/JAG Institute (JH/JAG) is the only free-standing organization in Metro Denver devoted solely to supporting grieving youth and families through comprehensive care, research, education, and advocacy. Its mission is to help children and families grieving a death find connection and healing. Since 2002, JH/JAG has supported nearly 13,000 individuals, and educated many thousands more, toward the vision that no child should be alone in grief. The integration of research and practice in a community-based center has uniquely positioned JH/JAG to create social change around the issue of childhood bereavement—elevating it as a public priority and serving as a national leader in the effort to increase access to effective grief care for bereaved children and families.

Judi's House expects to achieve its vision by adhering to four core values: **Compassion, Accountability, Courage, and Respect**. Nothing is more important than having a team of people that incorporates these values and holds each other accountable for living this culture every day at Judi's House.

Our Commitment to Justice, Equity, Diversity, and Inclusion

Judi's House/JAG Institute centers justice, equity, diversity, and inclusion. We strive to welcome, respect, value, and support our clients, staff, board of directors, and volunteers. Grief is a universal experience. Yet, we know that there are significant barriers that prevent some from accessing grief care. Therefore, we are taking active steps to engage in ongoing learning, reflect the families in our community, respond to the cultural needs of our clients, and address discrimination and inequity.

In fulfilling our mission to help grieving children and families, we are committed to courageously fostering justice, equity, diversity, and inclusion by continually adhering to the following in all aspects of our organization:

- Create safe space for all.
- Invite, engage, and respect every voice to inform our practices.
- Show humility, recognizing who we are and what we don't know.
- Address systemic injustices and inequities that impact how communities are supported in navigating their grief.
- Lead with our core values to move toward our vision that no child should be alone in grief.

The Position:

The Evaluation Manager position is a full time, non-exempt position working hybrid or remote.

This position oversees two fully remote research associates.

Salary range for this role is: \$57,120 - \$75,845.

The Benefits:

- A knowledgeable, mission-driven team.
- Generous leave policies
- Employer sponsored health insurance.
- 401k Match Program
- Professional development funding
- One hour paid lunch
- Hybrid/remote work
- Monthly celebrations

Why Should You Apply?

- Mission driven work
- Work/life balance
- Great benefits

Interested?

To apply visit: <https://recruiting.paylocity.com/Recruiting/Jobs/Details/1864287>

Judi's House is an equal opportunity employer committed in policy and practice to recruit, hire, train and promote, in all job classifications, without regard to race, color, ancestry, creed, religion, sex, age, national origin, citizenship status, marital status, sexual orientation, veteran status, political service, gender identity, affiliation or disability or other classes protected by federal or state law. Judi's House does not tolerate harassment or retaliation against any employee or applicant based on these characteristics or because the individual exercised their EEO rights.

All offers are conditional on successful background checks. Our background checks include a search on the National Sex Offenders registry, and local, state and federal criminal databases.