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 (Down East Partnership for Children) including program research, development, and evaluation; strategic planning; community collaborative initiatives; and grants management. Functions as part of the Partnership management structure.

**ABILITIES NEEDED:**

* Excellent supervisory 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 planning, implementation, and management
* 3 or more years supervisory experience
* 2 years' experience working in a non-profit organization
* Extensive experience in data driven planning and decision making
* Grant writing experience
* Budgeting/finance experience, at least 2 to 3 years
* Excellent in computer skills
* Valid Driver's 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 DEPC Strategic Plan plus multiple funders.
* Supervise Ready Schools Coordinator, Ready Communities Coordinator, Healthy Kids Coordinator, Community Outreach Coordinator and Program Development Contractor
* 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 Support

Working with the Program Development Contractor position and other appropriate staff—

* Support 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.
* Support the evaluation component of all DEPC funded programs to ensure alignment with the DEPC Strategic Framework and that annual outcomes are developed and met.
* Support annual contract monitoring of all programs including testing visits, site visits and quarterly program reviews.
* Research and support the development of innovative programs based on identified community needs, funding requirements, and alignment with the mission and focus of DEPC.

DEPC Community Collaboratives Management

Working with the Healthy Kids Coordinator, Ready Schools Coordinator, Ready Communities Coordinator, Community Outreach Coordinator, and other appropriate staff—

* Promote cross-program collaboration, particularly among Ready Schools, Ready Communities, and Healthy Kids Collaborative to engage the community in the implementation of DEPC’s strategic framework.
* Oversee planning and alignment of Community Collaborative initiatives.
* Oversee activities of the Healthy Kids Collaborative including Snap-Ed, and any other grant funded health initiatives.
* Oversee the Community Outreach Committee and related activities to raise awareness of services and investment in DEPC activities, including social media and websites.
* 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 CCR&R team, Program Development Contractor, and Evaluation Coordinator for the collection and usage of data from the WorkLife System database 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, supports a monthly development report, and development dashboard reflecting progress on the plan’s goals.
* Develop relationships with community partners to recruit volunteers and sponsors.

### 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.
* Attending DEPC Board meetings and Executive Committee meetings as needed.
* Represent DEPC in meetings and activities related to program support, evaluation, the Community Collaborative of Ready Schools, Ready Communities, & Healthy Kids, 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, or related field, 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 to twenty-five 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 frequently work under time pressure
  + The position requires the ability to communicate verbally with people