



JOB DESCRIPTION

EVALUATION AND RESEARCH MANAGER

Children's HeartLink (CHL) is a nonprofit humanitarian organization based in Minneapolis. To save the lives of children with heart disease, we partner with organizations to train medical teams, provide education, and transform health care in underserved parts of the world. One in 100 children are born with a heart defect, and 90 percent of these children live where there is inadequate medical care. We currently support partner hospitals and programs in Bangladesh, Brazil, China, India, Malaysia, and Vietnam with ambitious growth plans.

Children's HeartLink core values:

- Integrity: We build trusting relationships across cultures and honor our commitments.
- Innovate: We challenge the status quo, learning and improving.
- Collaborate: We work together and connect others to achieve desired results.
- Quality: We strive to deliver high quality programs and services.

I. Objective

The Evaluation and Research Manager will lead high quality evaluations of CHL programming, research projects and organizational and scientific reporting. This includes building and maintaining internal data collection systems, collaboratively developing evaluation questions and designs for internal and external audiences, and leading the administration of evaluation methods. This position leads reporting for grants, internal evaluation audiences, and scientific publications and presentations, in coordination with team members.

II. Supervision

The Evaluation and Research Manager will report to the Vice President of Programs and Evaluation. This position has no supervisory responsibilities.

III. Responsibilities

1. Design and Implement Needs Assessments
 - a. Recognize and prioritize programmatic needs for evaluation, including key programmatic strategies and emerging innovations
 - b. Assist Instructional Designer and Country Directors to conduct site-level needs assessments
2. Design Evaluations
 - a. Collaborate with CHL staff and other key stakeholders to develop evaluation plans to meet identified evaluation needs. This includes evaluation of hospital partner site education efforts, as well as key programmatic strategies and emerging innovations
3. Collect and Analyze Data
 - a. Monitor, manage and optimize existing data collection systems to track activities, collate partner outcome data, and collect stories for CHL communications and development efforts
 - b. Collect additional data as needed, e.g., conduct interviews, administer surveys, utilize secondary data sources
 - c. Analyze quantitative and qualitative data and synthesize results. Collaborate with team members and key stakeholders to interpret findings and develop recommendations to improve programming
4. Dissemination
 - a. Share findings with the Programs team to improve programming
 - b. Prepare high quality evaluation reports to the Board of Directors, as well as funders, in collaboration with the Programs Team
 - c. Share stories and findings to support CHL communications and development efforts
5. Manage and Conduct Research

- a. Manage research projects under the direction of the Vice President of Programs and Evaluation and research advisors
- b. Implement research projects as needed
- c. Contribute to and lead scientific publications and presentations
- 6. Organizational and General Office Responsibilities
 - a. Contribute to proposals with Programs Team and Grant Writer
 - b. Identify systems needs to support evaluation and assist in planning and implementing solutions
 - c. Attend and participate in staff meetings, retreats, special sessions, and events
 - d. Participate in yearly performance reviews and professional development

IV. Qualifications and Experience

- 1. Required
 - a. Bachelor's degree
 - b. At least four years of program evaluation experience
 - c. Experience working with qualitative and quantitative data
 - d. Experience with survey design and administration
- 2. Preferred
 - a. Master's degree

V. Desired Personal Attributes

- 1. Critical Thinker: You are innovative and problem-solving excites you. You look at things from all angles and use your creativity and analytical skills to find a solution efficiently.
- 2. Impeccable: You use your organizational skills to ensure no detail is missed and follow-up is routine, striving for quality work.
- 3. Effective Communicator: Your written and verbal communication skills are outstanding, professional. You are clear, concise, and focused. You understand that stakeholders value easy-to-understand communication.
- 4. Self-starter: You enjoy being proactive and seek ways to move things forward.
- 5. Equity-minded: You use your skills and abilities to support our partners, amplify their voice, and reduce disparities in access to training and services.
- 6. Team-oriented: You have strong interpersonal skills and the ability to build relationships with long-distance stakeholders. You have the ability to work independently and as part of a team.

VI. Additional Information

- 1. This full-time position includes competitive compensation and benefits package including health, dental, life and disability insurance; 403(b) with match; PTO; and 15 paid holidays.
- 2. Physical demands are the ability to sit for extended periods of time with the use of computer, keyboard, and mouse. The job may include the ability to lift, move, or retrieve objects up to 30 pounds and bend, stoop, crouch, and reach to perform work functions.
- 3. Children's HeartLink offers a hybrid work model, supporting remote and in-office work.
- 4. The work schedule and location are flexible, but the candidate should have the ability to work the majority of hours during regular business hours.

VII. How to Apply

Qualified candidates should submit the following items to Ann Odens, Director of Operations and HR, at ann@childrensheartlink.org:

- 1. cover letter, including salary requirements.
- 2. resume.
- 3. contact information for three references.

Thank you for your interest in Children's HeartLink.