



## Pending Job Description

<b>Title</b>	Director, Program Evaluation	<b>Department</b>	Policy and Evaluation
<b>Location</b>	Manhattan	<b>Supervises</b>	
<b>Reports To</b>	SVP, Policy and Evaluation	<b>Travel</b>	not required
<b>FLSA</b>	Exempt	<b>Schedule</b>	M-F 9-5

### Job Summary

Develops/coordinates evaluation research program; and initiates, develops, conducts, publishes and otherwise disseminates results of scientific investigations examining the processes and characteristics which influence rehabilitation outcomes. Working with the SVP Policy and Evaluation, provides scientific and administrative leadership for Evaluation Division and quality assurance program.

### Responsibilities

#### Responsibilities

- Works closely and in concert with the SVP of Policy and Evaluation in the creation and development of
- \* evaluation research programs based on the need for monitoring and improving patient/client services and fulfilling the goals and objectives of the organization.
- Initiates, develops, conducts, publishes and otherwise disseminates results of scientific investigations which are mutually supportive of both The Lighthouse's long and short-range goals and objectives and of the
- \* researcher. Specific tasks include: (a) development of research design, (b) literature review, (c) development of research instruments, (d) data collection, (e) data analysis, (f) preparation and presentation of research reports.
- \* Analyzes electronic client information database to monitor service variables and to identify predictors of service outcomes. Provides information to direct services using both formal and informal mechanisms.
- \* Submits research proposals to public and private funding sources to secure support for carrying out such proposals.
- \* Prepares, monitors, and reports on sponsored program budgets, in accordance with fiscal policies and procedures of the Lighthouse.
- \* Participates and/or consults, as appropriate, to provide evaluation components for projects submitted by other departments for funding or implementation.
- Administers the Evaluation Division. Responsibilities include, but are not limited to, supervision of research
- \* associate(s), or research assistant(s); budget preparation and oversight; and serving as liaison with external and internal professionals on evaluation-related activities
- \* Complies with general managerial duties and responsibilities and performance standards as set forth separately for all managerial and supervisory staff.
- \* Co-chairs Quality Assurance Committee.

### Requirements

#### Education, Certifications & Skills

- \* Doctoral degree in relevant scientific discipline.

#### Experience

- Minimum of five years previous experience in externally sponsored research programs, with supervisory
- \* and administrative experience. Knowledge of and experience with information systems in the health and human services. Excellent methodological skills in both quantitative and qualitative research. Knowledge of

statistical and other software packages which are necessary to carry out the principal duties of the position.  
Excellent oral and written communication skills.

**Comments**

***This job does not require this type of information.***