



## **Senior Director of Impact and Evaluation Position Description**

### **Organizational Overview**

Denver Preschool Program's vision is that every child in Denver enters kindergarten ready to reach their full potential. Our mission is to increase access to quality early childhood education programs for all Denver children in their last year of preschool before kindergarten and, in collaboration with preschool providers across the city, to raise the level of quality preschool programming.

Denver Preschool Program is an innovative organization, delivering quality programming while exploring the frontier of how to better serve Denver's children and families. Staff work collaboratively on shared goals while also executing in high quality and efficient ways on independent streams of work. We are a small staff with a big impact.

Denver Preschool Program is actively engaged in the important work of defining approaches to promote and operationalize racial Equity, Inclusion and Diversity (EDI). We are focused on: (1) creating a supportive, welcoming and equitable environment, (2) encouraging belonging and inclusion via organizational policies and practices; (3) promoting equity, cultivating diversity, and fostering inclusion and (4) supporting the ability to speak openly and authenticity about EDI values. We also operate from a strategic plan that guides us in our service to the Denver Community.

### **Position Purpose**

This is a senior level position within DPP, requiring management of one team member and several contractors with significant budget implications. Extensive communication and cross-collaboration with DPP's staff and contractors is critical to this role, and the Director will be expected to provide strategic and thought leadership in helping to define DPP's path to impact, as well as implementing evaluation strategies, writing impact briefs, papers and reports, collaborating with partners to expand the reach of evaluation in early childhood education. Evaluation needs include both outcome and process evaluation, continuation of longitudinal studies as well as design of evaluation approaches and plans for pilots and new programs. Reporting may be in internal and external, through academic journals and accessible public communications pieces and presentations.

### **Position Requirements**

Due to the nature of this position, work location will involve in-office work with flexibility for some work from home, requiring reliable transportation and proximity to Denver. This position may require local travel to attend off-site meetings, and attendance at conferences to present DPP's impact and evaluation findings. This position may also require light lifting of 10-15 lbs. of office supplies and communication materials.

### **Job Duties**

#### **Impact**

- Oversee all DPP data and ensure the information is regularly distributed to support and identify Denver's early childhood landscape needs.
- Serve as DPP's lead strategist on how to collect and use data effectively to improve programming and communicate impact.
- Oversee DPP's equity planning and implementation work, in partnership with the CEO and COO.
- Collaborate with the CEO and COO to implement and track progress of DPP's strategic plan.

#### **Leadership**

- Support and uphold DPP's vision, mission and values.
- Cultivate effective community partnerships to advance Denver Preschool Program early childhood priorities and represent the Denver Preschool Program at community meetings as appropriate.
- Partner with DPP leadership to build capacity for preschool in the Denver community.
- Understand how to navigate academic and community-based research settings, and build DPP's reputation as a leader in Early Childhood program evaluation.
- Broad understanding of research processes and research organization business models to inform approaches to contracting and partnering.
- Promote and lead cross-team collaboration both internally and externally.

## Evaluation, Data Management and Data Sharing

- Oversee DPP's evaluation activities including annual operational and child outcome evaluation efforts.
- Communicate evaluation analysis and results to staff and partners, and translate findings to operational actions that drive continuous quality improvement.
- Collect, analyze and provide interpretation of data on emerging early childhood education trends, including data from state, national, and government sources.
- Act as point of contact for all data requests.
- Develop reports, briefs, presentations and talking points that tell the DPP story including information on number of children and early childhood providers participating in DPP, quality enhancements, children's academic outcomes and financial audits.
- Review and ensure the integrity of all data and evaluation reports, briefs and presentations prior to public distribution for accuracy and quality.
- Support the development of a new strategic planning that includes data and results of the DPP pilots developed during the pandemic as well as identifying new areas of need in the community.
- Ensure appropriate data sharing agreements are in place among DPP contractors such as quality improvement vendors, ratings entities and DPP's customer service and enrollment vendor.
- Ensure integrity of all data transfer and connection with DPP's website and management of DPP's FTP sites.
- Compile data to inform DPP's external reports, format reports, graphs, tables, records and other sources of information and create materials for public consumption as requested by DPP staff.
- Oversee the maintenance of DPP data at periodic intervals to align with programmatic and business needs by school year, program year and life of program. Data will reflect unique beneficiaries, student demographic information, dollars invested by program area, etc.

## Competencies

- Communicator – excellent written and oral skills; high level of emotional intelligence; superb proof reader
- Statistical analysis and research methods - advanced skills in statistics, research methods & evaluation design
- Report building - advanced skills in building evaluation and program reports. Demonstrated ability to conceptualize, develop, analyze and implement numerous diverse projects simultaneously
- Ability to lead collaborative teams
- Planning and organizing – strong organizational skills and ability to prioritize time efficiently, handling multiple tasks and projects to meet deadlines on a timely basis; superior organizational skills and project management abilities
- Problem solver – resolves challenges in a timely manner; gathers and analyzes information skillfully to make sound, informed decisions
- Tech savvy – advanced level experience in Word, Excel, PowerPoint, spreadsheets, and development of reports. Understanding of Sugar CRM desired. Familiar with remote meeting needs such as conference calling and projection equipment for meetings.
- Attention to detail – demonstrates accuracy, thoroughness, and attention to detail
- Adaptable – adapts to changes in the work environment; manages competing demands and is able to deal positively with frequent change, delays or unexpected events
- Dependable - consistent at work; follows instructions; responds to management direction and solicits feedback to improve performance; reliable with a high level of integrity
- Independent team member – proficient interacting with a wide variety of people; comfortable and efficient working with little supervision; self-motivated with a positive attitude and strong work ethic
- Work Hours -- Able to work occasional evenings and weekends for events or meetings
- Mission Driven - understanding of and commitment to the mission of the Denver Preschool Program
- Education and experience - Masters degree (doctorate preferred) in a social science discipline, public administration, nonprofit administration, statistics or related field with at least five years of experience in program and data management; nonprofit and evaluation experience strongly preferred

The statements herein are intended to describe the general nature and level of work being performed and are not to be construed as an exhaustive list of responsibilities, duties, and skills required. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the Company. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please submit a letter of interest and resume to [hr@dpp.org](mailto:hr@dpp.org). The Denver Preschool Program will consider applications on an ongoing basis until the position is filled.

This is a full-time, non-exempt position. Compensation is based on experience and pays between \$70,000 - \$110,000. Benefits include health, dental and disability insurance, retirement plan, and paid time off.