



NATIONAL COUNCIL FOR  
Community and Education Partnerships

## **POSITION ANNOUNCEMENT**

### **National Council for Community and Education Partnerships**

#### **Associate Director of Research and Evaluation**

**Location: Washington, DC or Remote Within the US**

The National Council for Community and Education Partnerships (NCCEP) is a national, nonprofit association committed to increasing academic achievement and access to higher education for economically disadvantaged students. NCCEP's mission is to build the capacity of communities to ensure that underserved students have the opportunity, skills and knowledge to successfully pursue the education and training that will enable them to achieve their career and life goals. We work toward a future where all students are empowered and equipped with the education and training needed to succeed in a diverse and global society.

Toward this end, NCCEP brings together colleges and universities with local K–12 schools, parent groups, businesses, government agencies, foundations, and community-based organizations to create systemic change in education. NCCEP provides leadership, advocacy, professional development, and technical assistance to college access practitioners. The primary program and constituency NCCEP serves is the federally-funded Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) initiative. For more information, visit [www.edpartnerships.org](http://www.edpartnerships.org).

#### **Job Description**

We are seeking a full-time Associate Director of Research and Evaluation to help lead the organization's research and evaluation agenda which includes guiding a national research and evaluation consortium, customized consulting, providing external evaluation of federal U.S. Department of Education grants, conducting training and technical assistance to a national community of education leaders, and working hand-in-hand with our government relations team to produce advocacy materials. Our research and evaluation agenda is grounded in college and career readiness and success interventions for students and families in low-income communities. This role will work closely with a small research and evaluation team, education leaders across the nation in school districts, colleges and universities, government agencies, non-profit agencies, and other national education agencies.

The ideal candidate has demonstrated expertise in college and career readiness and success policies and practices, program evaluation, research and evaluation methodologies, federal grant compliance, the What Works Clearinghouse (WWC) evidence standards, qualitative and quantitative analyses, data visualization, publication and dissemination, content development, and training and technical assistance of adult learners. The candidate will lead a diverse portfolio of work and is preferably a communications-savvy, results-oriented, and mission-driven professional who can work as part of a cohesive team, interact effectively with a national group of stakeholders, and work independently in a challenging, deadline-driven environment. This position will report to NCCEP's Vice President of Research and Evaluation.

### **Primary Duties and Responsibilities**

- Being an active contributor to a small, highly functioning team that is passionate about college access and success.
- Collaborate with the research and evaluation team to lead national efforts in college and career readiness and success, including a primary focus on the College and Career Readiness Evaluation Consortium (CCREC), an innovative multi-grant project focused on leveraging data and analytics to understand student and program impacts, leading a community of learners, and working on innovative projects that are spurred from within our community of learners.
- Work with individual grant teams, education leaders, state agencies, institutions of higher education, and/or school districts to meet their needs through customized consulting.
- Work to solve social science problems through the lens of evidence-based research and evaluation while adhering to the needs of local schools and communities.
- Prepare data visualizations to share with multiple stakeholders.
- Assist with the preparation of pre- and post-conference sessions, presentations, workshops, and other training and technical assistance in an in-person and virtual format. This also includes assisting presenters with the management and delivery of their content.
- Assist with the day-to-day management of the research and evaluation team's online communication platform.
- Assist with the organization and streamlining of project management tasks.
- Bring an understanding of adherence to research and evaluation while meeting the needs of local schools and communities with people at the center of the equation.
- Support all facets of NCCEP's research and evaluation work, including CCREC, external evaluation efforts, consulting, and our national events through an in-person or virtual method.
- Other duties as assigned.

### **Qualifications and Requirements**

- A deep appreciation for NCCEP's mission of expanding educational opportunity for low-income, first-generation, and underserved students.
- Demonstrated expertise in the areas of college access, college readiness, and college success is required. Experience and expertise in GEAR UP is desired.
- Strong analytical, critical thinking, and methodology skills as well as demonstrated experience in the application of those skills.
- An understanding of the Institute of Education Science's (IES) What Works Clearinghouse (WWC) evidence standards and how to interpret and apply them.
- An understanding of federal grant compliance protocols including experience and/or understanding of the external evaluator role.
- Clear, organized, and high-level quantitative skills that include statistical analyses for continuous and dichotomous outcome variables. An understanding of qualitative methodologies, especially in teacher professional learning is a plus.
- Ability to visualize data in ways that multiple stakeholders can consume, including the ability to interpret data for non-research professionals.
- Fluency with SPSS, SAS, R, or other statistical packages. An aptitude for learning new technology platforms is also a must.

- Strong writing/communication skills and demonstrated experience in authoring and publishing white papers, policy briefs, and/or peer-reviewed publications.
- Exceptional presentation, facilitation, and strategic planning skills are a must.
- Experience designing and implementing training and professional development for adult learners.
- Strong interpersonal skills and comfort level working with a diverse community of external and internal stakeholders.
- Must be a self-starter who can manage multiple projects, works well in collaborative settings, is detailed-oriented, highly organized, and is excited to stand up new strategies.
- Exceptional customer service skills and a commitment to satisfying the needs of our members and clients efficiently.
- Exceptional organization and task/file management skills with a focus on relationship building and effective communication is an absolute must.
- Master's degree and minimum of five years of related professional experience required. Doctoral degree is desired.
- Ability to travel out-of-state for up to five days annually during each of NCCEP's two national events for a total of ten days. In addition, this role may require up to an additional fifteen days of annual out-of-state travel for a total of up to twenty-five days annually.

### **Compensation**

This is a full-time exempt position with excellent fringe benefits and an annual salary range between \$60,000-\$70,000 commensurate with experience. The position may be based in Washington, DC or the candidate may work remotely from anywhere in the United States under the right conditions. This is an excellent opportunity to work in a mission driven organization that values leadership, diversity, dedication, and quality.

### **How to Apply**

If you are interested in helping to expand and create educational opportunities for hundreds of thousands of students nationwide, we welcome you to submit your application.

Please note that due to the high volume of inquiries, we will only contact those who are selected for an interview.

Interested individuals should send a cover letter detailing how your skills and experiences align to this job description, your resume, and salary requirements with the subject line "Associate Director of Research and Evaluation" by June 11, 2021 to:

Juana Adaniya  
NCCEP  
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***No Phone Calls Please***  
**NCCEP IS AN EQUAL OPPORTUNITY EMPLOYER**