

Director, Research and Evaluation

Our Foundation

Helios Education Foundation believes every individual in Arizona and Florida should have the opportunity to attend and be prepared to succeed in postsecondary education. In order to create those opportunities, the Foundation strategically partners with organizations and institutions to improve student academic preparedness across the education continuum and to foster a high-expectations, college-going culture for all students.

The Foundation views its role as much more than a grant-making organization, but as an actively engaged partner, working in communities across Arizona and Florida contributing its expertise and resources to improve education systems and set more students on a path to completing a postsecondary degree. The Foundation's mission-focused external work is driven by senior leadership in conjunction with the Community Engagement and Strategic Partnership teams ("Community Engagement"), the Community Impact and Learning Team ("Community Impact"), and the Government Affairs and Public Policy team ("Government Affairs").

Partnerships are cultivated and strategically aligned to advance the Foundation's Arizona Latino Student Success and Florida Regional Student Success initiatives and its priorities across the Education Continuum in Arizona and Florida.

The Position (located in Tampa, Florida)

The Director of Research and Evaluation is part of the Community Impact and Learning team and serves as a key contributor to the Foundation's portfolio of research and evaluation work. In this role, the Director of Research and Evaluation helps the Foundation and its partners develop evaluation tools and measurements; identify research projects that further the learning of the organization; and carry out or manage analytics to better assist in community learning. The core of this work is focused on the educational continuum in Arizona and Florida, with its influence upon learning, policy and practice. This work will advance the interests of the Foundation's goal to be a knowledge and research-based, data-centered organization with a results-oriented approach to decision and policymaking. This position assists in the implementation of Foundation initiatives, helps to inform strategy and assesses the impact of the Foundation's grant making. This position reports to the Senior Vice President, Community Impact and Learning.

Candidate Attributes:

- Demonstrate knowledge of methodology used to collect, analyze and report quantitative and qualitative data; experience with evaluation principles and design
- Ability to communicate highly complex information verbally, in writing, and through presentation in an integrated format
- Experience in research writing, reporting and presentation skills
- Proficient using Microsoft Office Suite products including Excel and PowerPoint; some experience in SPSS and statistical software preferred
- Experience in managing multiple tasks, timelines and responsibilities
- Work effectively with minimal supervision
- Enhanced collaborative work style

- Results-oriented mindset
- Strong alignment with Helios' culture, norms, behaviors and beliefs

Responsibilities:

- Collect, analyze and interpret educational data pertinent to the Foundation's goals and mission
- Analyze and interpret quantitative and qualitative data using appropriate protocols, methods and computer software
- Create scope of work, request for proposals, and other critical project-related documents
- Manage and organize data collection, compilation and updates of key data and facts for the Foundation
- Collaborate with the Senior Vice President, Community Impact and Learning, to carry out research to support the Foundation's impact areas
- Identify and digest leading policy, research and legislative developments around Helios' impact areas and relevant education issues, including commentaries and reports
- Communicate with internal staff and external stakeholders to obtain and disseminate necessary information
- Prepare and deliver presentations to various audiences

Bachelor's degree in education or social sciences along with 3-5 years of relevant experience, is highly desirable; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Master's degree preferred. Direct experience in education research and knowledge of preK-12 and/or postsecondary education is highly desirable.

COVID-19 Considerations

Effective October 1, 2021, Helios Education Foundation's policy will require all employees and newly hired employees in a Helios Education Foundation office to be fully vaccinated against COVID-19, with limited exceptions for medical conditions and sincerely held religious beliefs. Should you have questions on this policy or want to discuss an exception, please contact Human Resources. We will continue to monitor the applicable health and safety guidance and will adjust this policy as necessary and prudent.

To apply, send a cover letter and resume to Ms. Noel McClain, Director, Human Resources, at hr@helios.org (subject line "Director, Research and Evaluation - Search"); or Helios Education Foundation, 4747 N. 32nd Street, Phoenix, Arizona 85018. Credentials will be accepted until a sufficient number of competitive candidates has been received. First review of candidates will occur no later than September 13, 2021. Candidate credentials will be reviewed as they are received. Only candidates selected for an interview for this position will be contacted by the Foundation.