

**LA's BEST**  
**Director of Evaluation**  
**(Job Posting – June 2023)**

## **About LA's BEST**

Our mission to keep kids engaged, provide social and emotional connection and support working families remains paramount. For over 30 years, LA's BEST has provided safe, supervised afterschool enrichment for elementary school students in neighborhoods with the highest needs and fewest resources. LA's BEST engages children creatively, emotionally, intellectually, and physically, empowering them to explore and discover the opportunities in their lives. We inspire and prepare children to create lives full of choices.

## **Job Overview and Responsibilities**

The Director of Evaluation is responsible for designing and implementing evaluations examining the impact of distinct recreational, educational and enrichment services provided by LA's BEST, managing external research studies or evaluations contracted by the organization and managing the department research team. The primary responsibilities are to design and report findings of research and evaluation projects as needed to meet all required conditions for funder requests. The Director of Evaluation also participates in the training of staff for collecting data to inform state and federal reporting requirements. This role oversees a team of traveling staff who collect, process, analyze data, and support their development of skills necessary for producing high quality work. The Director of Evaluation reports to the COO/CEO and is a key member of the LA's BEST leadership team, collecting and disseminating data to multiple audiences and using evaluation to drive organizational strategy and continuous quality improvement.

## **Core Competencies**

- High Analytical Skills
- Excellent Presentation Skills
- Excellent Verbal and Written Communication Skills
- Strategic Thinker
- Innovative
- Teamwork Orientation
- Performance Management
- Time Management and Organization

## **How will you contribute?**

- Oversee departmental traveling staff and monitor the collection of data to assess the effectiveness of out-of-school organized program activities by on-site observation.
- Ensure on-going assessment of programs and activities and compliance with all evaluation requirements.
- Draft reports for funders to meet grant terms; support the various LA's BEST Departments in generating reports for funders
- Participate in state, regional and local committees developing policy and programmatic procedures for the field of expanded learning in California.

- Conduct research on selected aspects of afterschool programming to support grant and proposal writing as well as the services the organization offers to youth.
- Design and conduct in-service training sessions for the Evaluation Department.
- Work with the Development team to craft specialized evaluation and assessment plans to include in grant proposals, and oversee the implementation of these plans.
- Provide the nonprofit office with evaluation and assessment data to inform fundraising, advocacy, and communications.
- Perform related duties as assigned

## Qualifications and Experience Requirements

- Ability to create synthesized and impactful data visualizations across multiple projects for variety of data sets (qualitative and quantitative) and audiences
- Two or more years of proven experience in research, measurement and evaluation efforts in nonprofit, education, government, or private sector.
- Four or more years' experience in expanded learning, youth development or related field; or equivalent combination of education and experience.
- Experience providing training or presentations on assessment, data collection and analysis to non-technical stakeholders
- Professional, enthusiastic, responsible, and dependable team player
- Excellent organizational skills
- Excellent oral and written communication skills
- Can work well under pressure
- Self-motivated, takes initiative, and willing to acquire new skills
- Proficient in Microsoft Office Suite or related software
- Bachelor's degree (B.S.) from four-year college or university in a relevant field
- Master's degree in a related field or equivalent professional experience preferred

## Compensation

\$70,000 - \$95,000 depending upon experience

## Company Benefits

LA's BEST provides Employer paid medical, dental, & vision insurance for employee, life insurance, short-term and long-term disability coverage, 401(k) retirement plan with a 4% match after one year of continuous employment, holiday and vacation pay, cell phone stipend, and other benefits.

## Equal Opportunity

LA's BEST, is an equal opportunity employer (EOE). Qualified applicants are considered for employment without regard to age, race, religion, gender, sexual orientation, national origin, and disability or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request (LA's BEST is pleased to provide such assistance, and no applicant will be penalized as a result of such a request).

## How To Apply

Please send a cover letter and your resume to [hiring@lasbest.org](mailto: hiring@lasbest.org). Responses requested by June 30<sup>th</sup>.