

RESEARCH MANAGER

Interested candidates should submit cover letter, resume and three professional references to search@parentpossible.org.

Parent Possible equips parents with the tools and information to be their child's most valuable teacher, trainer and mentor in life. We promote and oversee delivery of three proven parent engagement programs, providing access and support, ensuring efficacy and impact, and advocating and collaborating with early childhood partners across the state.

We envision a Colorado where every family is a thriving ecosystem of learning, laughing, health and well-being. With this vision in mind, as well as our mission to equip parents of young children to be the most valuable teacher, trainer, and mentor in their child's life, we have identified a need to expand our work beyond our traditional role of program support. By engaging in intentional public policy planning, advocacy, and coalition building activities we can strengthen and expand the system of supports to ensure parents and children have what they need to succeed. By truly engaging in and working to shape policy discussions through a strong coalition we can bring about a deeper level of change that will make a long-term difference for Colorado's families.

Parent Possible is seeking a Research Manager to advance the work and policy priorities of the Colorado Home Visiting Coalition through research, data collection, and report writing about home visiting programs in Colorado. This coalition includes approximately 17 different groups administering home visiting programs throughout the state. This position will support the public policy work of the Colorado Home Visiting Coalition by conducting a statewide home visiting inventory to understand the presence of home visiting programs in the state, assessing common outcomes and collectively reporting on these outcomes, and developing an annual report regarding the state of home visiting programming in Colorado.

This position reports to the Director of Community and Government Relations and works to advance the public policy goals of the Colorado Home Visiting Coalition. This position is anticipated to be a 30 hour per week position.

KEY DUTIES AND RESPONSIBILITIES

- Increase the Colorado Home Visiting Coalition's capacity to research, analyze, and communicate data to grow our statewide system of parent support.
- Conduct and oversee state-wide research and data collection projects regarding home visiting programming including leading a statewide inventory of home visiting programs within the state.
- Strategically collect data that will educate the broader community and media about the importance of home visiting.
- Develop and implement effective data collection protocols and secure storage solutions in order to maintain data privacy and security.
- Build relationships and engage in collaborative partnerships to develop systems for data sharing across organizations.
- Support the Colorado Home Visiting Coalition in the effective framing and presentation of collective data findings in written and visual formats.
- Assist in the utilization of data and findings to inform policy decisions of the Colorado Home Visiting Coalition.
- Develop and compose an annual report regarding the status of home visiting programs in Colorado.

ESSENTIAL QUALIFICATIONS

- Bachelor's degree with at least 3 years of research, program evaluation, project management, or data management experience required. Master's degree in education, social sciences, psychology, public administration or related field preferred.
- Formal training in research and program evaluation required. Experience in both qualitative and quantitative research methods preferred. Experience in statistical analysis with Excel, SPSS, R, SAS or other data analysis software preferred.
- Demonstrated ability to work independently with data. Experience in accessing and utilizing administrative data sets preferred. Experience in building data sharing or other collaborative partnerships between organizations a plus.
- Experience in communicating data findings to the general public and experience utilizing infographic software (Tableau, Canva, etc.) a plus.
- Strong interpersonal skills and ability to work effectively with people of diverse backgrounds and cultures.
- Ability to work with colleagues and community partners in an inclusive manner that demonstrates openness to differing perspectives and experiences.
- Excellent written and verbal communication and presentation skills.
- Strong organizational skills.
- Commitment to the mission and work of Parent Possible and the Colorado Home Visiting Coalition.
- Available and willing to travel, as needed, in-state and out-of-state.
- Flexible, innovative, energetic, hard-working, and able to work as a member of a team.

OTHER POSITION INFORMATION

This is a part-time salaried position in a professional office environment. The anticipated salary range for this position is \$40,000 - \$45,000 (for 30 hours per week). The position is on-site at our Denver office. Some in-state and out-of-state travel will be required. All Parent Possible employees must be able to pass a comprehensive background check.