

## **PROJECT DIRECTOR**

**About Us:** The Research and Evaluation Group (EvalGroup) is a team of researchers and program evaluators that are dedicated and committed to providing our clients with necessary and valuable data and information to make informed decisions to improve their programs and organization. We provide data-driven analysis to help organizations understand the results of their programs and initiatives—and translate that data into actionable improvements. Our expertise spans a wide range of social impact areas, such as healthcare, social services, community development, educational achievement, arts and culture, and violence prevention. Consulting services provided by our firm include program evaluation, coordination, strategic planning, community engagement, communications, and capacity-building.

### **Responsibilities:**

- Provide guidance and direction to staff on project coordination, management, and evaluation methodology.
- Review and approve project products developed by staff.
- Ensure high-quality standards for EvalGroup projects.
- Identify and develop other partnerships to bring visibility, resources, and opportunities, as well as to promote EvalGroup and its services. Represent EvalGroup at internal and external meetings and events.
- Secure and sustain evaluation projects and establish strong partnerships with clients.
- Oversee daily project operations and supervise project staff.
- Oversee project budgets and management of external funding, including project budget development and monitoring, staff sourcing, and invoicing.
- Contribute to the infrastructural capacity-building priority. Develop and teach evaluation-related courses, workshops, or resources for the EvalGroup staff.
- Select, oversee, lead, and manage a small team responsible for organizational monitoring, evaluation, reporting, and learning in a manner that fosters professional development, teamwork, trust, and collaboration.

### **Required Education/Experience:**

#### *Required:*

- Must have at least 2 years of CDC and/or NIH experience
- Must have experience working with federal government contracting
- Must have a Master's in public health, social work, evaluation, social sciences, or similar degree and at least 5 years of related work experience. Two or more years of grant development experience.

#### *Preferred Experience:*

- Doctorate in social science or related field; at least four years of project management experience; three or more years of leadership experience; and previous supervisory experience
- A strong portfolio of grant funding (as PI or Co-PI) preferred but a strong record of contract research and management will be strongly considered
- Experience managing a team of researchers

**Position Type:** Compensation based on experience      **Location:** Chamblee Dunwoody, Georgia

**To Apply:** To apply for this position, send your resume and a cover letter that clearly discusses your experience and its applicability to the position. Send emails to [hr@evaluation-group.com](mailto:hr@evaluation-group.com). Include 'Data Analyst' in the subject header. Also, visit our website to complete the [Job Application](#) at [www.Evaluation-Group.com](http://www.Evaluation-Group.com).