



ORGANIZATION: Child Care Aware of Washington, Tacoma Washington

POSITION: Director of Data and Evaluation

REPORTS TO: CEO

DESCRIPTION:

Child Care Aware of Washington is Washington's most trusted child care resource. We are our state's most thorough and accessible source of information and support for families seeking quality child care and a trusted partner to child care professionals. CCA of WA provides culturally responsive coaching, technical assistance and professional development services that improve child care quality statewide. We provide services via a statewide network of locally-based partners, and through our Family Center. We strategically customize our services, collect and analyze performance data, inform and guide public policy, and provide unique leadership to support Washington's child care system.

As a member of the Senior Leadership team, the Data and Evaluation Director ensures the organization uses data appropriately to monitor services, make decisions, and demonstrate its positive impact on the lives of families and providers. The Director manages the systems and processes needed to collect valid, timely data and use it to build reports and gain insight for leadership. The Director is the liaison between the organization, the regional offices, and key stakeholders for ensuring data integrity, timeliness, collaboration, and training. The Director defines and directs the organization's program evaluation efforts. The Director also contributes to strengthening and maintaining internal and external relationships, setting organizational direction, and providing continuity in terms of policies and processes.

KEY RESPONSIBILITIES:

1. Provide leadership and subject matter expertise on data management and program evaluation strategies.
2. Direct the design and development of systems used for data management, including data collection, storage, analysis, reports and related policies.
3. Contribute to setting the strategic direction of the organization and lead efforts to use data to support the organization's objectives.
4. Design and produce analyses, reports, and tools for organization staff and regional partners to inform management decisions, monitor program implementation, and support continuous quality improvement.
5. Design and produce reports intended for external audiences, such as funders, policymakers, and media, to illustrate the value of the organization's programs and the condition of the child care industry.
6. Perform ongoing system administration and configuration adjustments for various data systems.
7. Assess the needs of programs, both new and changing, and lead the design and implementation of data collection and evaluation strategies to support them.
8. Collaborate with other departments and regional partners on matters related to data management and program evaluation.



9. Design, perform, and/or oversee mixed methods program evaluations, including understanding program goals and implementation, identifying key performance indicators, analyzing both quantitative and qualitative data, conducting surveys, and synthesizing information from multiple sources.
10. Direct the work of multiple contractors, including those engaged in system development/support and independent program evaluation.
11. Communicate to internal and external stakeholders on the progress, performance, issues, and plans for improvement regarding data, systems, and related topics.
12. Identify empirical evidence to make the case for additional funding, particularly from the federal government and an expanding base of private foundations.
13. Supervise IT & System Administrator and Data and Program Analyst
14. Effectively manage relationships between regional leadership, state level partners and staff
15. Represent CCA of WA at local, state, and national gatherings and conferences
16. Other duties, as assigned

SKILLS & COMPETENCIES REQUIRED:

- Provide strategic direction and foster innovation on data and evaluation
- Ability to effectively bridge policy and practice
- Exhibit effective performance management within a climate of change
- Strong team player able to negotiate complex solutions and attain goals with creativity, flexibility, diplomacy, and transparency
- Highly-developed verbal communication skills: interpersonally, in consultative and facilitative roles, and as a presenter
- Deliver strong leadership and adept relationship management
- Entrepreneurial orientation & capacity to drive for results
- Superior research and report writing skills
- Organizational, analysis and problem-solving skills
- Capacity to synthesize multiple perspectives
- Collaborative style, respect for diversity, cultural competency, equity and ability to build cooperative relationships
- Exceptional interpersonal and listening skills
- Adaptable and flexible
- Mature judgment and decision-making ability
- Demonstrated commitment to the Organization's core values, mission, and programs ensuring the best possible delivery of service to the community.

QUALIFICATIONS:

- Bachelor's degree in public policy, education, economics, social sciences, or related field required. Master's degree preferred.
- 8 years of experience in roles with heavy data management and reporting responsibilities, including process design, implementation, quality assurance, and continuous improvement.
- Must be highly proficient at using data to produce reports and explain them to a wide variety of audiences.



- Knowledge of standard research and statistical methodologies, e.g. basic research design including quantitative and qualitative data collection methods, descriptive and inferential statistics, and other generally-accepted analysis approaches.
- Fluency with MS Office computer software applications, experience using business intelligence and statistical software preferred.
 - Knowledge of and demonstrable experience with Salesforce
 - Knowledge of and demonstrable experience with PowerBI or similar analytics tool (such as Tableau)
 - Knowledge of and demonstrable experience with Excel, particularly pivots
- Experience or knowledge of early learning and early childhood education preferred.

SALARY RANGE: \$85,000 – \$100,000

HOW TO APPLY:

Child Care Aware of Washington is an equal opportunity employer and we value diversity among our staff. We strongly encourage people of color, people who speak a second language and people with disabilities to apply.

Send resume and cover letter to Alan Strand Director of Finance & Accountability at Careers@wa.childcareaware.org. For more information, check our website at <https://childcareawarewa.org/about-us/>.