
Title: Director of Research and Evaluation

Level of Effort: Full-time (40 hours)

Starting Salary Range: \$88,000-\$90,000

Location: Austin or Mineola, Texas (potential for remote position from other locations- please inquire)

Position Overview: The Director of Research and evaluation leads, coordinates, and manages Clover's Research and Evaluation division. The Director is responsible for overseeing and expanding Clover's mission-driven efforts through research and evaluation projects and initiatives. It is expected that the Director will maintain, and ensure the quality of, Clover's current areas of research and evaluation, as well as expand Clover's work into new mission-relevant initiatives. The Director serves as a member of Clover's Leadership Team and the primary liaison between Clover and stakeholders of the Research and Evaluation division.

Duties:

- Oversee Clover's provision of expert evaluation services to behavioral health training programs and other external agencies
- Maintain expertise regarding behavioral health research and evaluation, including by participating in the provision of these services
 - ❖ Design, implement, and maintain effective monitoring and evaluation systems for grant-funded projects (including databases and data collection instruments)
 - ❖ Understand, implement, and conduct all evaluation work through the lens of best practices in behavioral health
 - ❖ Design and coordinate the implementation of quantitative and qualitative data collection instruments and materials
 - ❖ Conduct data monitoring and analysis
 - ❖ Generate and submit written progress and performance reports, and ensure timely data and report submission as required by grant funders
 - ❖ Lead meetings with grant stakeholders
- Oversee, supervise, and ensure the project-relevant expertise of all Research and Evaluation staff, including ensuring ongoing staff training and professional development
- Lead hiring/staffing efforts within the Research and Evaluation division, in partnership with the Leadership Team
- Conduct outreach and development efforts related to the generation of new Clover projects and initiatives, including leading the development of federal and other grant proposals, in consultation with Clover's President, Leadership Team, and other stakeholders
- Conduct Clover administrative tasks related to Research and Evaluation including, but not limited to, contract development and monitoring, grant writing, project budgeting, project staffing, and contractor onboarding.
- Serve as a member of Clover's Leadership Team and perform all duties required of that position including, but not limited to, attending at least monthly Leadership Team meetings, participating in company-level decision-making and policy development, and engaging in strategic planning and visioning
- Represent Clover at professional conferences and as a liaison to other agencies and entities

Required Education/ Experience:

- Doctoral degree in a relevant field is preferred; in lieu of doctoral degree, candidate must have at least five years of experience working in a relevant role

-
- Strong written and verbal communication
 - Understanding of behavioral health systems
 - Demonstrated leadership and organizational skills
 - Demonstrated ability to collaborate, problem solve, and think strategically
 - Demonstrated skills in program evaluation design and implementation
 - Demonstrated skills in data monitoring and analysis
 - Demonstrated skills in program management; organizational and coordination/leadership skills
 - Proficiency in Microsoft Office and adaptability in learning various software and web platforms

About Clover

Clover Educational Consulting Group, Inc. is a 501c3 non-profit corporation based out of Austin and Mineola, Texas. The founders of Clover are doctoral-level licensed psychologists with specific expertise in research, administration, policy, program development, and education and training. Clover is governed by a Board of Directors and retains a network of consultants with expertise in topics related to training and healthcare. The Mission of Clover Educational Consulting Group, Inc. is to improve the mental health of the community through advances in policy, workforce and training.

To inquire about this opportunity: Please send a cover letter and CV to Clover's President/CEO, Dr. Tamara DeHay, at tamara.dehay@clovered.org