



Strategic Spartanburg

COMMUNITY DRIVEN • DATA INFORMED • TRANSFORMATIVE CHANGE

Position Title:	Director of Research & Evaluation
Reports to:	Founding Executive Director
Location:	Spartanburg, SC
Hybrid Schedule:	Onsite T/W/TH; Remote M/F
Salary Range:	\$55,000 – \$75,000
FLSA:	Exempt

Overview

[Strategic Spartanburg](#), a non-profit 501(c)3 research organization that supports communities, city and county government, philanthropy, health care, academic, and community-based organizations, is seeking a highly motivated and dynamic Director of Research and Evaluation. This role is ideal for a scholar-practitioner with expertise in developing innovative quantitative and qualitative research on community assets and social inequities experienced by racial, ethnic, LGBTQ+, and gender minorities, immigrant communities, formerly incarcerated persons, and urban/rural populations, and using that information to make a positive impact on society. The ideal candidate will enjoy working with various research techniques to answer questions about social and economic well-being in our communities and to communicate these issues to diverse countywide and local audiences.

About Strategic Spartanburg

Our organization is committed to making a positive impact on the community by democratizing data and conducting research that informs policy and practice. We envision a community where organizations and individuals across the public, private and nonprofit sectors in Spartanburg County actively promote civic prosperity by utilizing data and evidence to inform and guide their progress. Thus, our mission is to report on data and engage the community in dialogue and strategy that leads to positive change in Spartanburg County.

We do this through our Four Pillars of Impact:

- Community Indicators Project (second oldest operating CIP in the nation): supports a thriving Spartanburg County for all residents across all neighborhoods by analyzing key indicators of well-being and community engagement.
- Community Research Center: advances economic and social equity by drilling down on the disparities empirically and leveraging mixed methodologies to explore root causes and offer recommendations.
- Policy & Advocacy Institute: increase the quality of life through informing and promoting nonpartisan evidenced-based changes to relevant public policies that are connected to eliminating identified disparities.
- Measurement & Evaluation: promotes learning and collaboration while examining programs, policies and initiatives to assess their impact and inform novel solutions.

Position Summary

The Director of Research and Evaluation is a full-time position based in downtown Spartanburg, South Carolina. The Director of Research and Evaluation will collect and analyze information pertaining to



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demographics, housing, lived experiences, public health issues, education, economics, and quality of life. This position will involve a range of duties, such as: travel to towns and cities within Spartanburg County, and occasionally outside the county, to represent Strategic Spartanburg as an organization; on-site work with other project staff and student interns; frequent voice and video calls; and research/evaluation project management duties. Applicants should be dedicated to helping to grow the capacity of our organization and adaptive to the needs of the organization as it changes.

Essential Functions:

Research & Data Analysis (50%)

- Organize, process, and analyze raw data from large-scale, high-quality national or statewide surveys or other large data sets (from sources such as ACS, IPUMS, CDC WONDER, public opinion surveys, state and local agencies) using statistical software, disaggregating data by race/ethnicity and other characteristics, and writing about or summarizing data in forms that are suitable for public dissemination;
- Conduct and manage qualitative and mixed-method research and analysis on topics including, but not limited to jobs and the economy, education, criminal justice, health, the racial wealth gap and social & economic mobility in Spartanburg County;
- Communicate research findings in ways that are accessible to a range of non-technical audiences, often through the production of reports, articles, factsheets, briefings and presentations.

Evaluation (25%)

- Review and design appropriate measurement instruments for use in outcome evaluation and makes utilization recommendations to programs with attention toward facilitating cross-program analyses;
- Collaboratively develop performance review tools for assessing impacts, influence and leverage program, and participant-level data, and for use in assessing provider functioning and success;
- Provides training and technical assistance to program providers, residents and other stakeholders on data collection and evaluation.

Management (10%)

- Provide overall management support for the Four Pillars of Impact;
- Co-lead budget monitoring and development and other administrative tasks, including grant and donor narrative reporting;
- Manage junior staff and interns, including mentoring and training.

Strategic Planning and Development (10%)

- With the Founding Executive Director, support the development of original grant proposals, the development of concept notes (solicited or unsolicited) and managing submission processes;
- Support the identification of new funding opportunities and conceptualization of new projects;
- Develop and steward external relationships, helping the Founding Executive Director expand the reach and depth of connections with key partners and stakeholders.



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Perform other duties as assigned (5%)

Qualifications

Minimum qualifications include:

- Love of data, and experience in applying information to improve well-being and racial and gender equity, especially within historically oppressed communities and in public policymaking, including by writing and speaking about data to non-technical audiences;
- Demonstrated ability to work both independently and collaboratively with a diverse team on multiple projects in a fast-paced environment and within tight timeframes, with a rigorous attention to detail and high capacity for project leadership, self-motivation, self-learning, and meeting deadlines;
- Bachelor's degree and strong quantitative analysis skills, preferably in data science, public administration, social sciences, public health, statistics, or related fields.

Bonus qualifications (not required but considered) include:

- Advanced degree in a relevant field, or the equivalent combination of training or experience, including subject matter expertise in research methods, demographics, economics, statistical analysis, program evaluation, or related areas;
- Familiarity with Spartanburg County communities, including relevant language proficiencies, and knowledge of SC-based public agencies, philanthropies, and social sector organizations;
- Experience working on research and/or community assessments related to people with disabilities and racial minorities;
- Experience creating data visualizations, maps, reports, and/or web applications using libraries in R, Python, or similar, with tools such as JavaScript and CSS, and/or using GIS;
- Experience with designing and managing qualitative research, including research designs, data collection methods, interviewing skills, and thematic and content analysis;
- Proficiency in building interactive data dashboards in software like Tableau, PowerBI, etc.;
- Experience using open-source version control, preferably Github or similar project tools;
- Experience in grant writing, management, evaluation, and reporting.

Additional Information and Benefits

- Work schedule, start date, and term of service to be negotiated. Starting salary range is \$55K to \$75K for full-time employees, and to be determined based on experience.
- Strategic Spartanburg is an equal opportunity employer and welcomes all qualified applicants, regardless of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. We are committed to promoting diversity, equity, and



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inclusion in our workplace and ensuring that all employees feel valued, respected, and supported. We encourage applicants from diverse backgrounds to apply for this position.

To Apply:

Please submit your cover letter and resume via email to [info \(at\) strategicspartanburg.org](mailto:info@strategicspartanburg.org). The cover letter may be included in the text of your email. It should briefly describe your interest in the position and highlight relevant experience. Due to our small staff size, we cannot respond to inquiries about this position, and phone calls will not be accepted. No recruiters, please. Open until filled. For best consideration, please apply by 5 PM on January 30, 2024.

The Organization has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment, nor does it alter your at-will employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform as the Company may deem appropriate.

This is not a contract. No information in this document will alter the At-Will Employment Relationship.