



Director of Research

REPORTS TO: Senior Director of Community Impact

STATUS: Full-Time

CLASSIFICATION: Exempt

LOCATION: Columbia

I. Position Summary

The director of research will develop a research agenda for Children's Trust that supports the mission, vision, and strategic plan of the organization. Working for an intermediary organization focused on strengthening families and leading communities to prevent child abuse and neglect, the director of research will manage specific projects and initiatives, engage in capacity building efforts of internal team members and external partners, and connect research and data to local communities and statewide efforts.

The director of research will support the KIDS COUNT program by managing research and data products and events, develop data visualization products and support communication efforts, and support policy and advocacy initiatives. The director of research will serve on internal and external committees and projects, assist team members with the use of research and data, and help ensure the department's project deliverables and organization's objectives are met.

II. Duties and Responsibilities

Research Agenda

- Produce a written research agenda for Children's Trust;
- Lead the development of new research products, including briefs, peer-reviewed publications, data visualizations, presentations, and others as needed;
- Use strategic thinking to translate ideas and concepts from research and data into community initiatives, policy, communications, development, and/or executive management efforts;
- Keep up-to-date on relevant research, data, policy and best practice related to child maltreatment, ACEs, and child-well-being; and
- Assist with use of research and data for collaboration efforts.

South Carolina Adverse Childhood Experiences (ACE) Initiative and KIDS COUNT

- Promote and produce ACE-related research and data products, support the ACE training program and Empower Action®, and lead internal ACE Initiative meetings;
- Support policy and advocacy efforts in partnership with the director of policy and advocacy;
- Manage data requests within and outside of the organization;
- Plan and execute research projects; analyze quantitative and qualitative data; lead the development of new research products, including briefs, peer-reviewed publications, data visualizations, presentations, and others as needed; develop data dissemination strategies, including data visualizations;
- Create training materials/activities for using data effectively;

- Serve as a data expert on internal and external projects and/or collaborations;
- Provide leadership on ways to integrate data into departmental planning efforts;
- Establish a high standard for data integrity and transparency of data methods used in research projects and in external communications; ensure compliance with all IRBs, federal, state and local regulations; foster and promote a research environment for objectivity and confidentiality; and
- Manage and complete grant deliverables and reports and needed.

Capacity Building

- Write plan to develop research and data capacities of internal team members and external partners;
- Provide training, technical assistance, and coaching to internal team members and external partners to build research and data capacities;
- Support supervisors of internal team members to build their knowledge and capacity to navigate research and data questions; and
- Work with director of evaluation and communications departments to identify evaluation, data visualization, and communication best practices.

Other

- Work with the chief executive officer and the senior director of community impact on the research agenda for the organization;
- Work with the chief executive officer, senior director of community impact, chief partner engagement officer, directors of community initiatives, director of evaluation, on the plan to develop research and data capacities of internal team members and external partners;
- Provide leadership and oversight to team members as needed by the senior director of community impact;
- Use software platforms and systems, including but not limited to Trello, Microsoft Office, SharePoint, Zoom and the Blackbaud suite of products, to plan, execute and report on work progress and products; and
- Other duties as assigned.

Children's Trust believes that each employee makes a significant contribution to our success; this position description is designed to outline primary duties, qualifications, and job scope, but not limit the organization to adjust the work identified; it is our expectation that each team member will offer their services wherever and whenever necessary to ensure the success of our endeavors.

Serve as a positive, proactive voice for Children's Trust through social media, public speaking, public relations and/or representation at training and events; build capacity and knowledge of agency.

Perform other duties and responsibilities as requested with an appropriate sense of humor, positive and professional attitude, and team spirit.

III. Qualifications

- Have a PhD with an emphasis on research expertise in public health or related fields (i.e., community psychology, social work, public policy) and a minimum of five years of experience in the non-profit sector.
- Have proficient or expert knowledge of research methodologies, quantitative data analysis (i.e., using SAS or related software). and qualitative data analysis (i.e., Nvivo, Dedoose, or similar).
- Have experience with project management (including managing project budgets and deliverables), academic writing (i.e., peer-reviewed publications), and technical writing (i.e., white papers, grant reports, policy briefs),
- Experience with using and integrating data into trainings, community-based initiatives, communications, or related efforts.
- Outstanding public speaking, training, and/or teaching skills.

- Experience leading local, community-based efforts to improve child, family, and/or community well-being.
- Be a critical thinker, well-organized, and detail-oriented; have proficient or expert communication (oral and written skills); demonstrated ability to be proactive and take initiatives; work both independently and in team setting; prioritize and manage multiple tasks; manage budgets and assist with writing grants and grant reports when needed.
- Have good judgement, empathy, adaptability and level-headed attitude; demonstrate proficient or expert interpersonal skills when interfacing with partners; be assertive and persuasive when necessary while maintaining positive and productive relationships.
- A strong team player, who is also a self-starter with a desire to take on new challenges, including leading other team members.
- Follow through with all projects and assignments and monitor attainment of objectives.
- Manage light to moderate carrying and lifting of items.
- Drive and travel throughout South Carolina and nationally as needed.
- This is a contract/grant funded position and subject to change.

Children' Trust provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

The forgoing statements describes the general purpose and responsibilities to this job and are not an all-inclusive list of all responsibilities and duties that may be assigned or skills that may be required. Children's Trust believes that each employee makes a significant contribution to our success; this position description is designed to outline primary duties, qualifications, and job scope, but not limit the organization to adjust the work identified; it is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the successes of our endeavors.

Position: Director of Research

Approved by:

Chief Executive Officer: _____ Date: _____

Employee's Signature: _____ Date: _____

Signature indicates verification of receipt of job description. The job description supersedes and rescinds all previous job descriptions.