



Job Description: Director of Program and Evaluation

Position Status:	Exempt, Full Time (1.0 FTE); Occasional evening/weekends required
Location:	Communities In Schools of Virginia – State Office
Reports to:	Senior Director of Program and Evaluation
Benefits:	Medical/Dental, Vacation, Sick, Holidays, Retirement; Hybrid work schedule

The CIS of Virginia (CIS-VA) office is a small, but high energy organization supporting a statewide federation of 6 independent affiliates. CIS-VA supports growth and sustainability of a statewide network, ensuring CIS serves as many of Virginia’s students as possible, as soon as possible, with the best results possible. Our purpose is to drive strategic statewide growth, ensure fidelity to the CIS model, and strengthen network capacity to provide and sustain strong student services in their local communities.

Job Summary

The Director of Program and Evaluation will engage all levels of the CIS-VA network to implement and evaluate effective programmatic practices that ensure organizational sustainability and improve student outcomes. This position will be primarily internally facing and will be responsible for improving network programmatic capacity and supporting affiliate growth, innovation and model implementation by cultivating collaborative, positive relationships with affiliate staff and identifying and providing opportunities for their professional development.

Essential Functions

Program Implementation

- Develop and maintain a broad and deep knowledge of all program delivery to identify trends, best practices, and needs across the network
- Implement strategies and training to strengthen program implementation and innovation across the network
 - Coordinate and/or facilitate affiliate- or cohort-specific trainings
 - Provide technical assistance by creating and sharing guides, resources or customizable tools and templates for internal programmatic/operational needs
 - Train, support, and co-supervise site coordinators in emerging new CIS partner communities across the state
 - Develop partnerships with external content experts to coordinate topic-specific trainings
 - Support the implementation of innovative state initiatives that address emerging student needs
 - Track and evaluate the effectiveness of network trainings
- Coordinate and lead network engagement work focused on cross-affiliate/inter-network learning opportunities
 - Promote a sense of community across affiliates
 - Create opportunities and spaces for increased engagement, learning, cohesion, and growth across the network

Program Evaluation

- Monitor affiliate adherence to and achievement of service delivery standards for national accreditation that ensure fidelity of implementation to the CIS model across the CIS-VA network.
 - Maintain working knowledge of National accreditation requirements, staying abreast of, and communicating, changes



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- Ensure compliance with accreditation standards for inputting program data
 - Perform frequent data quality checks under the direction of the Sr. Director to ensure accurate and timely data entry and identify training needs
 - Lead process for collating and checking annual end-of-year data
- Evaluate conformity and consistency of data entry practices of all affiliates
- Provide training and technical assistance when necessary to assist staff in developing their competence in the use of CIS's data management system
- Engage with staff members to understand their evaluation and data needs
- Support Senior Director in creating a data-informed culture throughout the organization and identify strategies to support data integration into service delivery, storytelling, and staff decision-making

Job Qualifications:

Education:

- Bachelor's degree required, preferably in field of communications, public administration, education, nonprofit management, social work or other related areas; Master's Degree preferred.

Experience:

- Minimum of three to five years at a manager level with multiple responsibilities in a nonprofit/or similar community organization; work with a federated organization preferred.
- Background in training/professional development and program implementation or similar activity.
- Grounded in non-profit operations to navigate competing priorities while staying focused on mission and strategic goals.
- Preferred:
 - Knowledge and/or familiarity with public education system and structure
 - Experience and/or knowledge about advancing equity within historically marginalized communities

Demonstrated Skills:

- Exceptional relationship skills. Able to foster an environment of teamwork and possess strong leadership qualities while serving the needs of others.
- High level of proficiency with Excel and Google suite applications
- Comfortable dealing with a variety of personalities, positions and skill levels, works to find solutions.
- Public speaking and presentations for small to mid-sized audiences.
- Highly entrepreneurial; works independently, manages multiple priorities and achieves objectives
- Organized, efficient, detail and process oriented.
- Comfort with video and audio conferencing technology

Requirements:

- Pass criminal background check.
- Ability to work occasional evenings and weekends.
- Access to reliable transportation and able to travel across Virginia occasionally for trainings and support
- Ability to lift up to 20 pounds.

To Apply: Send cover letter and resume to forstonl@cisofva.org