Director, Research & Evaluation

The Food Trust is a nationally recognized nonprofit dedicated to ensuring that everyone has access to affordable, nutritious food and information to make healthy decisions. Headquartered in Philadelphia, The Food Trust works with neighborhoods, schools, grocers, farmers and policymakers in the city and across the country to develop a comprehensive approach to improved food access that combines nutrition education and greater availability of affordable, healthy food. More information about The Food Trust is available at thefoodtrust.org

The Food Trust is seeking an energetic and committed individual to oversee and direct all activities associated with Research & Evaluation. This position is responsible for overseeing research and evaluation initiatives to include data collection, evaluation of programs, writing reports describing program outcomes, developing research grant proposals, and communicating with outside collaborators and partners. The Director will oversee all qualitative and quantitative research, including focus groups, one-on-one interviews as well as survey research and multi-level models of outcomes. The Director is responsible for either directly preparing and/or reviewing all reports and documents submitted to government entities, various representatives of funding sources, or other outside agencies.

This position will work closely with internal staff to coordinate data collection and maintain understanding of The Food Trust’s activities, programs, and projects. In addition, the position will maintain external contact with government representatives, consulting agencies and business partners.

In addition this position will provide daily management to members of the Research & Evaluation team. This is senior leadership position and will report to the Executive Director.

Responsibilities include:

Research & Evaluation

- Oversee all functions of the Research & Evaluation program to include administrative, technical assistance, and management of staff.
- Oversee all data collection efforts necessary to evaluate programs and ensure appropriate collaboration with The Food Trust staff to accomplish goals and objectives.
- Directly writing and/or reviewing all reports describing analysis and program outcomes.
- Develop and prepare research grant proposals.
- Maintain effective communication and professional relationships with external collaborators and business partners.
- Working with program staff, school teachers and administrators to plan and collect outcome data.
- Oversee and/or conduct qualitative and quantitative research, including focus groups, one-on-one interviews as well as survey research and multi-level models of outcomes.
• Prepare and/or reviewing all reports and documents submitted to government entities, various representatives of funding sources, or other outside agencies.
• Represent the agency at external meetings.
• Provide on-site technical support to community partners throughout the country.
• Review proposals and contracts/agreements as necessary.

Supervisory

• Provide daily supervision of research & evaluation team staff activities.
• Regularly direct the work and schedule of research & evaluation team staff.
• Oversee and collaborate on decisions related to program hiring, firing, performance evaluations, disciplinary counseling, salary recommendations, workload distribution, communication, recognition activities, and employee relations.
• Oversee and manage the program’s budget and operate within established limitations.

Qualifications: 5+ years of related experience in leading a research and evaluation program or projects; experience in a leadership or supervisory role; experience working in a food access, nutrition or public health agency or institution is a preferred.

The ideal candidate will also have the following characteristics: a style that promotes collaboration and communication; attention to detail; a high energy level; a sense of humor; an open mind; a commitment to The Food Trust’s mission.

Minimum Education: A Master’s degree from an accredited college or university in a related field of study is required. A PhD from an accredited college or university in a related field of study is preferred.

Salary: Competitive, based on education and experience.

Employment Category: Regular Full-Time; Benefits Eligible

Job Open Date: Immediately

To apply: E-mail your résumé and cover letter to jobs@thefoodtrust.org or fax to 215-575-0466. Please reference “Director, Research & Evaluation” in the subject line. Please do not call.

The Food Trust adheres to the policy of providing equal employment opportunities to all job applicants and employees regardless of race, color, religion, sex, age, national origin, veteran status, disability or sexual orientation.