



# Research & Evaluation Associate

## Reports to

Director of Evaluation

## Position Summary

The Research and Evaluation Associate will be responsible for supporting the Director of Evaluation and the Executive Vice President for Health Policy, Research & Strategic Partnerships in conducting research, managing and analyzing data and data collection processes, to support the execution of learning and program activities of the Research, Policy and Evaluation team, and assist in evaluating the impact of the Foundation's work.

## PRIMARY RESPONSIBILITIES

- **Work as a part of the Research, Policy and Evaluation Team** and partner with other EHF teams and divisions in an integrated, cross-divisional environment
- **Partner with EHF leadership and staff** to intentionally center equity in all aspects of the evaluation process, from concept to consumption
- **Facilitate core evaluation work areas** under the supervision of the Director of Evaluation
- **Support Director of Evaluation and other teammates** in overseeing evaluation initiatives and in preparing research and evaluation reports and presentations
- **Serve as a thought partner to the Director of Evaluation** related to collecting, analyzing, and sharing research and evaluation findings

- **Utilize mixed methods approaches** including a range of qualitative methods (e.g. case studies and participatory approaches) and quantitative methods (e.g. exploratory data analysis and descriptive data summary and visualization) to identify outcomes and impact of the Foundation’s work
- **Coordinate multiple survey administrations;** serve as the primary contact for surveys and compile and organize results
- **Implement metrics** within data system architectures and support Foundation teams respective to evaluation-related content
- **Coordinate with staff** to ensure alignment around the collection and documentation of indicators and metrics
- **Partner with Grants Team** to utilize system software, including EHF’s grants management system (e.g. Fluxx) to capture metrics and narrative entries for evaluation analysis
- **Conduct regular data quality auditing;** document data quality issues; and problem-solve data issues in consultation with appropriate staff
- **Documentation** of evaluation system procedures and metrics
- **Conduct analysis and partner with EHF Communications staff** to select appropriate charts for data visualization
- **Support research and evaluation capacity building work** internal to the Foundation and in partnership with grantees and other stakeholders to improve measurement of impact and use findings to inform learning

## QUALIFICATIONS AND EXPERIENCE

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- Experience with program evaluation, health services research, and health policy analysis
- Graduate-level coursework in research methods, social sciences, or deep evaluation experience/training in lieu of the former
- On-the-job experience in data management and analysis is preferred; strong interest in growing these skills required
- Experience in drafting literature reviews and conducting web-based research
- A self-starter who is comfortable working in an environment of change
- Problem-solving skills, initiative and a can-do attitude
- Exceptional written, oral, and interpersonal skills
- Demonstrated ability to participate in a multidisciplinary team environment
- Demonstrated ability to prioritize projects and meet deadlines

- Strong attention to detail and organizational skills
- Respect for diversity
- Intellectual curiosity, rigor and integrity
- Proficiency with Microsoft Office, including PowerPoint and Excel
- Familiarity with statistical analysis software
- Strong interest in community health

## KNOWLEDGE BASE

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- **Familiarity with the nonprofit sector**
- **Knowledge of social change processes**, community development and/or public health preferred
- **Descriptive and some inferential statistics**
- **Data visualization skills preferred**
- **Writing and oral presentation skills**

*All employees are expected to comply with EHF values, EHF citizenship expectations, and EHF policies and procedures. These include: flexibility and adaptability, taking responsibility for actions and outcomes, being a good steward of resources, being transparent, being a team player, producing high-quality work, and maintaining a high level of productivity. All employees are expected to have a sound knowledge of Microsoft Office software.*

Interested candidates should submit their cover letter and resume by visiting our website: [Work With Us - Episcopal Health Foundation](#) The position will remain open until filled.

## COMPENSATION & BENEFITS

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- **Salary is competitive and commensurate with experience. The salary includes a robust benefits package.**

## ABOUT THE FOUNDATION

The Episcopal Health Foundation (“EHF” or “the Foundation”) is rooted in the pursuit of equity and believes all Texans deserve a fair and just opportunity to be healthy. EHF is committed to transform the health of communities by going beyond just the doctor’s office.

EHF believes health is much more than seeing a doctor. Access to affordable medical care is vitally important, but it’s only 20% of what contributes to a person’s overall health. The remaining 80% is determined by social and economic status, health behaviors, community safety, physical environment, and much more.

By providing millions of dollars in grants, working with community partners and congregations, and providing important research, EHF supports solutions that address the underlying causes of poor health.

EHF was established in 2013 after the transfer of St. Luke’s Episcopal Health System. With more than \$1.1 billion in estimated assets, the Foundation operates as a supporting organization of the Episcopal Diocese of Texas and works across 80 Texas counties.

EHF chose to focus on improving community health, rather than just health care, because the opportunity for good health starts long before one needs to see a doctor. Health systems need scalable solutions to address non-medical factors that impact health. EHF was created as a community-based philanthropy to spark transformative change serving more than 15 million Texans.

For more information, please visit the EHF website at [www.episcopalhealth.org](http://www.episcopalhealth.org).