Research and Evaluation Analyst

Reports To: Senior Director of Research & Evaluation

Schedule: 40 hours a week, 3 in-office days, 2 remote

Annual Salary Range: $65,000-70,000

Status: Full-time

About Summit Education Initiative (SEI)

At SEI, we believe every child in Summit County deserves the opportunity to thrive. We bring together schools, families, students, and community partners to improve outcomes across the cradle-to-career continuum. From kindergarten readiness to postsecondary success, our work helps young people reach key life milestones and build pathways to economic mobility.

We are conveners, problem-solvers, and equity champions. Together, we break down barriers, align strategies, and ensure that family and student voices are at the center of systems change.

About the Position

The Research & Evaluation Analyst manages assigned external program evaluation projects from planning through reporting. The role develops practical evaluation approaches, coordinates data collection with partners, conducts quantitative and qualitative analyses, and delivers credible, useful findings.

Responsibilities and Duties

<u>Evaluation Design and Implementation</u>

- Develop evaluation plans, research questions, logic models or measurement frameworks, data collection tools, and analysis plans in collaboration with the Senior Director and project partners.
- Lead day-to-day implementation of assigned evaluations, including project schedules, partner communication, data requests, survey administration, and deliverable tracking.
- Conduct quantitative and qualitative analyses, integrate findings across sources, and assess results against evaluation questions and project goals.
- Prepare evaluation reports, briefs, presentations, and recommendations tailored to funders, program staff, and community partners.

External Projects and Partner Management

- Serve as the primary day-to-day Research & Data contact for assigned evaluations, including UELS, SPARK, YMCA, CLSD, AMHA, United Way, and ODJFS, as portfolios are finalized.
- Coordinate data-sharing and collection requirements with partners and the Director, Data & Applications, following approved agreements and privacy protocols.
- Monitor project scope, milestones, data quality, and reporting requirements; elevate scope or timeline concerns promptly.
- Support development of evaluation scopes, timelines, staffing estimates, and proposals for new fee-for-service opportunities.

Research & Analytical Practice

- Collect, clean, organize, document, and analyze quantitative and qualitative data using appropriate research methods and software.
- Interpret findings accurately, identify limitations, and translate evidence into actionable recommendations.
- Maintain reproducible files, clear documentation, quality checks, and appropriate safeguards for confidential student and partner data.

Communication & Collaboration

- Prepare clear, accessible written reports, presentations, and visual summaries for internal leadership and external audiences.
- Manage assigned timelines, communicate progress and risks proactively, and coordinate with the Director, Data & Applications on data access and technical needs.
- Contribute to Research & Data team planning, continuous improvement, and cross-functional projects as assigned.

Qualifications and Experience

- Bachelor's degree in Sociology, Education, Public Policy, Statistics, Economics, Social Sciences, or a related field; advanced degree preferred.
- Approximately 3 or more years of relevant applied research, evaluation, or data analysis experience, or an equivalent combination of education and experience.
- Demonstrated ability to conduct statistical analysis using Excel, R, SPSS, Python, or comparable tools and to interpret results appropriately.
- Experience working with qualitative information and synthesizing research or evaluation findings.
- Strong writing, organization, collaboration, and project management skills; ability to work independently and meet deadlines.
- Commitment to ethical research, data confidentiality, equity, and improving outcomes for children and young people.

Preferred Experience

- Experience independently coordinating program evaluations with multiple partners or funders.
- Experience with mixed-methods evaluation, survey design, interviews/focus groups, and funder reporting.

Application and Interview Process

Interested candidates should submit the following materials:

1. A current resume or CV
2. A brief cover letter (1 page maximum) describing:
    - Your interest in education systems, research, or policy work
    - Your experience conducting literature reviews or research synthesis
    - Your familiarity with basic statistical analysis
3. A writing sample (3–5 pages), preferably demonstrating research synthesis, data analysis, or policy-related writing

Application materials should be submitted as a single PDF to:
Cynthia Sommers, Ph.D.
Senior Director of Research and Evaluation
csommers@seisummit.org

Applications will be reviewed on a rolling basis until the position is filled.

Equal Opportunity Employer

SEI is proud to be an Equal Employment Opportunity and affirmative action employer. We celebrate diversity and do not discriminate based on race, religion, color, national origin, sex, sexual orientation, age, veteran status, disability status, gender identity, or any other applicable characteristics protected by law.