Job Description

Title: Evaluation and Measurement Director

Accountability: CEO

Qualifications: Masters Degree in human services or related field with an emphasis on metrics and data driven decision making. At least 2 years experience with both quantitative and qualitative research methods, tool design, and validation.

Skills and Experience: Must be organized, able to manage competing priorities, and possess strong problem solving and conflict resolution skills. Must be able to work collaboratively as part of a multidisciplinary team to meet the physical and behavioral health needs of patient's served. Must be flexible and adaptable to change. Must be able to establish positive working relationships with both physical and behavioral health professional staff and be a champion and advocate for prevention, education, wellness, and the value of integration.

Duties and Responsibilities:

EVALUATION AND MEASUREMENT DUTIES AND RESPONSIBILITIES

- Oversee all evaluation activities, including the development of effective data collection, monitoring, and reporting systems in compliance with applicable grants.
- Analyze, evaluate and measure project outcomes and incorporate processes and results into BCC's sustainability and strategic evaluation plan.
- Develop and train staff on protocols, procedures and policies for collecting data
- Participate in project activities and trainings related to applicable grants.
- Write process and outcome reports including quarterly performance assessments.
- Serve on BCC Quality Improvement committee.
- Prepare and present reports to Integrated Care team and health care community advisory committees as applicable.

OVERSIGHT AND DEVELOPMENT OF HEALTH AND WELLNESS INITIATIVES AND PROGRAM EVALUATION DUTIES AND RESPONSIBILITIES

- Direct supervision of health and wellness staff.
- To develop, implement, and coordinate wellness services for the SMI population.
- To participate in data collection, program evaluation, outcomes reporting, and ongoing quality improvement efforts.

- To develop a system of outreach for patients who are transition, miss appointments, or fail to follow through with referrals.

GENERAL BEHAVIORAL HEALTH GRANT WRITING & DEVELOPMENT (5%)

- Create and implement and annual development plan and strategy.
- Identify and cultivate individual, foundation, and corporate donors.
- Write fundraising letters and appeals; maintaining regular correspondence with foundations, donors, and board members.
- Develop, coordinate, maintain, and implement an annual fundraising plan.
- Develop and grow individual donor base; manage annual giving campaign; cultivate major gifts.
- Develop and implement a comprehensive marketing and public relations strategy.
- In consultation with organization staff and the CEO, prepare grant proposals and reports.
- Help to plan events.

ALL OTHER APPLICABLE DUTIES AND RESPONSIBILITIES AS ASSIGNED.

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Evaluation and Measurement Director Date

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Supervisor Date