



Evaluation Center

Brown School

Strategic Plan Evaluation Coordinator Job Opportunity

About The Center

[The Brown School Evaluation Center](#) (the Center) has a mission to advance evaluation science and practice to help organizations create lasting social impact. We were established in May 2015 to be a local, national, and international evaluation resource. We're uniquely positioned in the Brown School at Washington University in St. Louis (WUSTL)—a leading school of social work, public health, and social policy.

The Center [partners with community-based organizations, philanthropic and governmental funders, and departments of WUSTL](#) to develop strategy, create evaluation plans, implement evaluation, and build evaluation skills. Rooted in our [guiding principles](#), the Center supports our partners through innovative, participatory, and equity-driven evaluation approaches and services that help organizations make data driven decisions and communicate their impact.

About The Role

The evaluation coordinator will primarily oversee the design, implementation and management of a multi-year evaluation for the [university's new 10-year strategic plan](#). The coordinator will have the opportunity to engage with individuals across the university to help set the course for monitoring and evaluating the strategic plan implementation. The coordinator will be involved in guiding and supporting the continuous quality improvement and strategic decision-making of plan implementers and leadership. Responsibilities include contributing to the evaluation design and managing the day-to-day activities of evaluation planning and implementation. Management activities include serving as a liaison with the stakeholders, supervising project staff and students, coordinating evaluation activities, overseeing and conducting data collection and analyses, and developing of reports and other products. The coordinator will have opportunities to engage in other projects once the strategic plan evaluation is established and as time permits.

Partnership
Ensure our collaboration with our partners is respectful and meaningful



Community
Understand the communities and context in which we work

Quality
Provide the highest quality evaluation services



Capacity
Strengthen the evaluation capacity of our partners

Usability
Ensure results guide strategic learning and decision-making



Primary responsibilities will include:

Evaluation Planning & Implementation:

- Oversee research and evaluation project development and implementation to meet project deliverables
- Manage and conduct data collection (quantitative & qualitative), content development, including development of tools and protocols and data analysis plans
- Facilitate data interpretation sessions with partners and actively disseminate project findings (e.g. summaries, reports, manuscripts)

Project Coordination:

- Manage develop, and coordinate all project activities and serving as the primary contact for internal and external partners
- Prepare regular progress reports and final reports for funding agencies and partners
- Manage budgetary expenditures in cooperation with financial manager/Center Leadership
- Develop and implement project timelines and workplans

Other Duties:

- Provide task management and oversee work of assigned project staff
- Provide supervision for research assistants
- Assist with grant or project development
- Other duties as assigned

Required Experience:

- Bachelor's degree in public health, social work, social sciences, or public policy and two years' experience or a Master's degree
- Experience analyzing qualitative (e.g. coding and theming) and quantitative data (e.g. frequencies, descriptive statistics)
- Experience in evaluation design and implementation

Preferred Experience:

- Master's degree and one year experience in a research/evaluation setting
- Experience in the development and/or the evaluation of strategic plans
- Strong project management and organization skills
- Ability to meaningfully engage stakeholders and build relationships
- Demonstrated superior writing and editing skills are required.
- Strong interpersonal and communication (oral and written) skills
- Demonstrated ability to work effectively with diverse groups, including faculty, staff, and the non-profit sector
- Familiarity with data visualization and layout and design skills
- Strong analytic skills and the ability to think strategically and programmatically
- Ability to represent the project effectively with scholars, students, and community partners
- Ability to work independently and exercise outstanding judgment
- Demonstrated ability to handle multiple tasks in a complex organizational environment
- Ability to manage the projects budget and resources

Benefits Statement:

Washington University in St. Louis is committed to providing a comprehensive and competitive benefits package to our employees. Benefits eligibility is subject to employment status, full-time equivalent (FTE) workload, and weekly standard hours. Please visit our website at <https://hr.wustl.edu/benefits/> to view a summary of benefits.

EEO/AA Statement:

Washington University is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration without regard to an individual's sex, race, color, religion, age, disability status, protected veteran status, national or ethnic origin, gender identity or expression, sexual orientation. Women, minorities, protected veterans and the disabled are strongly encouraged to apply.

Diversity Statement:

Washington University is dedicated to building a diverse community of individuals who are committed to contributing to an inclusive environment –fostering respect for all and welcoming individuals from diverse backgrounds, experiences and perspectives. Individuals with a commitment to these values are encouraged to apply.

How to Apply:

Interested applicants should submit a resume and cover letter to Hannah Allee at hannahallee@wustl.edu.