Philadelphia Education Fund
Champions for Quality Public Education

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Philadelphia Education Fund
Data and Evaluations Manager, TRIO College Access
Job Description

Founded in 1985, for more than 30 years, the Philadelphia Education Fund (PEF) has been opening pathways to college and career success for Philadelphia students. We offer students, educators, and school districts a diverse portfolio of programs to support equitable access to postsecondary opportunities for students attending under-resourced schools. Current programming targets Philadelphia public school students from middle grades through college completion.

Each year, PEF serves approximately 4,000 students and 1,200 educators through offerings which include our College Access Program, Philadelphia Scholars Last Dollar Scholarship, Philadelphia Postsecondary Success Program, PhillyGoes2College online portal, Spark Philadelphia, Foster and the McKinney Center for STEM Education.

The Philadelphia Education Fund seeks a Data and Evaluations Manager to support and strengthen the reach and impact of its College Access Program by delivering on critical program objectives, supporting program-related resource development needs, stewarding partnerships, and partnering in the overall delivery of a high-quality, high-impact program.

The College Access Program (CAP) is a federally funded TRIO Talent Search Program that aims to improve access to postsecondary education for Philadelphia public school students. The program works in partnership with Philadelphia public schools, universities, community groups and businesses, serving more than 1,700 students across six Philadelphia public high schools.

This Data and Evaluations Manager reports to the Director of PEF's TRIO College Access Program.

Core Areas of Responsibility

The individual in this position will work closely with all Talent Search (CAP) Program staff to support the use of data to inform program compliance, design and delivery. Areas of accountability include, but are not limited to:

Data and Evaluations

- Design and implement a 12-month system of program data collection and progress monitoring to ensure PEF's College Access Program remains on-track and on-time in the delivery of the quantitative and qualitative objectives articulated within its TRIO grant program, and so as to ensure maximization of competitive preference priority points, annually;
- Inform the design of data collection and reporting strategies, to be implemented by program staff, to capture meaningful intermediate measures that would allow for program adjustments, as may be needed, to ensure annual achievement of stated program measures;

- Conduct a quarterly comprehensive assessment of CAP students' postsecondary persistence, utilizing data available through student surveys, from CAP and Philadelphia Scholars staff, the School District of Philadelphia, and the National Student Clearinghouse.
- As may be required, implement data and evaluations strategies and tools to aid with program compliance and deepen program impact, such as program observations, interviews, surveys, focus groups and internal program audits, internal systems for conducting ongoing outcome measurements and assessments, methodologies, instruments, and resources, in order to summarize and present findings.
- Design high caliber systems for formative and summative data collection, analysis, and program improvement, and ensure the ongoing validity of the evaluation method and process;
- Responsible for ensuring the Ed Fund's Talent Search TRiO program is consistent and timely in monitoring its progress against its objectives, employing data to inform program adjustments and improvements, independently validating compliance data through internal audits, and alerting CAP staff timely of any data observations and trends that may require attention or corrective action;

Database Management

- Serves as primary administrator of database system (Blumen) used by the College Access Program team to track data and measures, as required for compliance with annual reporting requirements of PEF's TRIO grant
- Identify and implement opportunities to maximize the Blumen database's utility as a resource for the effective delivery of PEF's College Access Program measures and objectives
- Investigate and implement strategies for using Blumen to streamline data collection, performance tracking, and reporting that aids impact-focused continuous improvement of the College Access Program
- Conduct internal audits of paper files to both test for data quality and completeness in database reporting and ensure analog and digitally-maintained files are TRIO program compliant and capable of withstanding a rigorous external audit review

Reporting and Learning

- Draw upon outcomes data, as well as key findings and insights generated in partnership with staff, to develop reports, white papers, case studies, and other documents that inform internal and external stakeholders on the impact of PEF's college access programming
- Partner with PEF's development team to ensure submission of accurate and timely grants and reports, and design systems to collect data that informs PEF's past or anticipated performance on such grants
- Serve as the lead in the timely and accurate completion of the annual performance report (APR), as required by TRIO
- Facilitate annual Evaluation Reports, produced collaboratively at the end of each school year based on all of the projected goals and associated metrics from the programmatic Evaluation Plan;
- In furtherance of PEF's aim to be a data-driven organization, serve as lead in efforts to build organizational capacity in employing data to inform program design and delivery and drive continuous improvement.

Qualifications:

The ideal candidate will possess a minimum of a bachelor's degree in education research, data science, information technology or related discipline; Preferred: Master's degree in education, educational leadership, information technology, data science, or related field. The candidate should have successful experience working independently and be able to demonstrate the following characteristics:

- At least three years of data analytics, research or evaluations experience;
- Experience conducting formative and summative program evaluations;
- Excellent analytical skills and experience gathering, analyzing and interpreting data;
- The ability to synthesize multiple sources of data into a coherent evidence-based report for a wide range of audiences;
- Able to communicate research and data effectively with leadership, staff, and external stakeholders;
- Strong computer skills (especially in Blumen, Excel, Access or other relational databases)
- Demonstrated experience in program design and delivery;
- Competency in volunteer and partner identification, stewardship and management
- Critical thinking, problem solving, accuracy, and attention to detail;
- Excellent presentation, training and communication skills, written and oral, supported by a strong facility in using technological tools.
- Experience working with students, families and/or community, especially those who are low income and potential first-generation college attendees is a plus;
- Ability to work effectively with diverse constituencies, such as school staff, university staff, parents and community groups, as well as with diverse racial and ethnic groups.
- Excellent organizational skills; ability to manage multiple tasks and projects simultaneously to produce high quality results quickly and on time;
- Self-propelled with the ability to work independently and as part of a team with great energy, persistence, and dedication;
- Engaging presentation skills. Experience and comfort presenting and facilitating large groups;

Applying:

To apply, email your resume, letter of interest and three <u>professional</u> references with the position title in the subject line to: info@philaedfund.org.