

Partnership for Children of Cumberland County, Inc.
Fayetteville, NC

Position Description Plan
Job Description

Title of Position: **Vice President of Planning and Evaluation**

Direct Reports:

	Facility Operations Manager		PD&C Admin Specialist
	FRC Counseling Manager		
	Quality Assurance Specialist (3)		

Supervisor's Name and Title:

President

FLSA Status:

Regular, Full Time

Date of Next Review:

Primary Purpose of Position:

The Vice President of Planning and Evaluation provides the overall leadership for program planning and accountability services including policy development, planning, evaluation, program monitoring, service integration, customer service, community relations and the formation of partnerships with service providers to maximize resources and improve the early childhood service delivery system for Cumberland County. In addition, the Vice President of Planning and Evaluation focuses on the community's ability to access current data regarding young children and their families in the community and on improving accessibility through the development of collaborative relationships between organizations and systems.

Duties and Responsibilities:

Planning, Accountability & Outcomes

Provides overall guidance and oversight for early childhood initiative and develops specific strategies to meet the needs of young children and their families.

Advises senior level management of identified system change issues related to early childhood services and works to develop a plan of action in collaboration with other stakeholders that supports a comprehensive, organized, well-funded system. Oversees the evaluation planning and evaluation component of PFC. Ensures that funds are allocated for eligible activities and spent in accordance with state/local requirements. Provides guidance to recipients of funding in the design/implementation of

programs/activities to ensure compliance with regulations. Oversees and administers competitive application and grant applications, soliciting public input, providing technical advice/assistance, working with the PFC Allocation Committee on funding recommendations to the Board. Participates in local and state efforts to identify and discuss concerns about current systems, needed systems changes and potential solutions and interagency collaborations. Works with community-based workgroups to design quality driven, empirically justified programs using best practices coupled with centralized planning and evaluation services. Ensures proper diverse representation from community on workgroups and committees. Performs as lead staff of the Evaluation Committee which provides oversight for development and monitoring of performance measures, develops measurement tools, assess the status and progress of funded programs and identifies strategies to help in improving results.

Research

Serves as the program data resource for PFC and performs programmatic analysis identifying issues and problems and developing recommended solutions. Works with PFC staff and other agencies in Cumberland County to develop a data management system. This system includes: data-gathering instruments and collection schedules which enables the PFC to develop an ongoing database and measurements of the needs and state of children and their families and the capacities of the existing system components to meet those needs. Serves as the liaisons with DSPs regarding questions/concerns related to the data reporting systems. Reviews and analyzes DSPs data in the reporting system and data from a variety of sources. Identifies trends and concerns that have policy implications and makes appropriate recommendations. Develops responses for legislative or other external agency requests for data. Assembles data and research information for presentation to the Partnership's Board of Directors and/or other decision makers. Helps other staff, the media and the general public to understand the implications of the data being gathered, and develops analyses and graphic representations that facilitate understanding of the findings by non-statisticians as well as by other professionals. Provides data to policy makers, agencies, and other organizations for utilization in their decision-making affective child well being.

Technical Assistance

The VP of P&E will be responsible for building and supporting PFC's and their direct service providers' capacities in program development, grant writing, fundraising, public education and evaluation. Provides technical assistance to potential grant recipients (goal setting, program design, and program evaluation.)

Board and Committee Support

The Vice President of Planning and Evaluation responds as principal staff to the Evaluation Committee; coordinates meetings and agenda with the Committee Chairperson, and attends meetings of the PFC Board of Directors, Public Engagement and Development Committee and other Committees as needed.

In addition

In the event the VP of P&E possesses bilingual skills, the incumbent may be required to perform translation services at the direction of the President.

Attend committee meetings and participate in community events and PFC sponsored events at the direction of the President.

The VP of P&E is responsible for other duties as assigned.

It is the responsibility of all staff to contribute to the positive work environment at the Partnership for Children of Cumberland County.

PFC staff may work multiple grant activities to include Smart Start, NC Pre-K, etc. and time worked will be allocated as appropriate.

PFC staff may work in other counties at the direction of the PFC President or designee and time worked will be allocated as appropriate.

Essential Functions :(1)

1. Advises/assists the President and appropriate staff in carrying out the functions/responsibilities within the organization; develops/establishes objectives/long range plans; assures all goals are met; acknowledges and abides by all PFC established policies and procedures.
2. Pursues the application of sound management concepts throughout the organization in order to promote the growth of employees and the growth of the business in order to provide a quality program to the community;
3. Responds to complaints/concerns (internal and/or external) in a professional/timely manner; communicates concerns/complaints to the President, when appropriate; maintains composure at all times; provides accurate/timely reports to the President in all areas of responsibility;
4. Develops annual work plans, programs, staffing requirements, equipment requirements, and related budgets; monitors and adheres to the Board approved PFC budget;
5. Monitors contractors/providers for satisfactory performance and budgetary compliance;
6. Interviews, selects, hires, promotes, demotes, transfers, and recommends termination of employment to the President; reviews the performance of staff to encourage growth and development; provides on-going feedback with frequent contact with subordinates;
7. Conducts staff meetings to improve communication/address problems; recommends solutions;
8. Delegates authority to departmental subordinates with full recognition that delegation of authority does not relieve overall responsibility;
9. Performs timely employee reviews in accordance with the organization's policies/procedures; applies appraisal process accurately and impartially; corrects performance deviations; subordinates, collectively, meet 90% of their standards;
10. Coordinates work with other departments, contractors, and providers to assure smooth workflow and minimal down time.

Knowledge, Skills, and Abilities:

1. Superior statistical analysis skills, including ability to present statistical findings in graphical and tabular formats which enable non-statisticians to comprehend the findings and their significance.
2. Ability to work effectively with colleagues and counterparts on other agency staffs, and to develop procedures that will ensure accuracy and comparability of data across agency boundaries.
3. Ability to formulate strategic plans around "promising practices" research in collaboration with community groups resulting in quality driven programming.
4. Have technical ability to carry out duties with regard to laws, rules, regulations, etc.
5. Superior organizational skills and initiative; capacity to accept and follow through on assigned responsibilities with minimal guidance.
6. Proven skills as a supervisor of subordinate staff.
7. Ability to establish and maintain effective-working relationships with Board and/or committee members, supervisors, peers, private providers, community agencies, and other resources.
8. Ability to carry out functions with a minimal supervision.
9. Ability to foster an environment that minimizes consequential errors.
10. Communicates clearly and concisely, both orally and in writing.
11. Ability to maintain confidentiality of information in the performance of duties.
12. Exhibits a thorough knowledge of the organization's goals and missions as well as PFC services, and its compliance with legal and regulatory requirements.
13. Possess strong interpersonal skills that allows for appropriate interaction with personnel in the state, in the community, and within the agency.
14. Works competently with the computer and related software, calculator, telephone, fax machine, copy machine, and other equipment, as required.

Education and Experience - Minimum Requirements:

1. Master's degree in Education, Statistics, Business other Social Science or related field; Doctorate degree preferred.
2. Minimum of three years of progressively responsible experience in community assessment and evaluation, public policy analysis or other statistical analysis position. Experience in grant writing, public awareness/public education is required. Experience in Early Childhood and systems building preferred.

3. Additional experience may be substituted for post high-school education, provided the requisite skills have been obtained.
4. Valid driver's license.

Physical Requirements:

Must be able to perform *Essential Functions* of the position

Employer's Rights: This job description is general in nature, and illustrative of the kind of duties and responsibilities required of this position. It is not exhaustive and does not contain a detailed description of all of the duties that may be required of the incumbent occupying this position.

Created /Evaluated		
Revised	July 1, 2010	
	April 2016	Direct reports changed due to restructure of department
	May 2017	Title change/ direct reports changed due to new department
Re-evaluated		