



Position: Data Management and Evaluation Director

Program: Family Village

Reports to: Chief Impact Officer

Salary: Starting at \$75,000/year (commensurate with experience)

FTE: 1.0 (Full-Time, Exempt)

About Family Village

Family Village, a program of **The Foundation for Delaware County (TFDC)**, delivers a suite of maternal and infant health initiatives—such as Healthy Start, Nurse-Family Partnership, WIC, El Centro, and Fatherhood Case Management—to help families thrive across Delaware County.

Benefits

The Foundation offers a competitive, comprehensive package to support employee well-being and growth, including:

- **Health Insurance:** Choice of two IBX Personal Choice PPO plans paired with a **MERP through Nonstop Health** for eligible in-network medical/prescription expenses.
- **Dental & Vision Insurance**
- **Paid Maternity (Childbirth) & Parental Leave**
- **Retirement:** 403(b) with up to **4% employer match**, immediate vesting
- **Income Protection:** Short- and long-term disability; employer-paid life insurance (one year's salary)
- **Flexible Spending Accounts (FSA):** Healthcare & Dependent Care
- **Paid Time Off (PTO):** Generous PTO, **10 paid holidays** (incl. Juneteenth & Election Day) + **2 floating holidays**
- **Employee Assistance Program (EAP)**
- **Workplace Flexibility:** Hybrid/telecommuting options (role-dependent)

- **Professional Development:** Training and potential certification support (budget-dependent)
- **Voluntary Benefits:** Accident, critical illness, hospital indemnity, and whole life coverage

This package ensures employees have the resources to thrive professionally and personally.

Position Summary

The **Data Management and Evaluation Director** leads data collection, management, analysis, and reporting across Family Village programs; oversees evaluation design, implementation, and quality assurance; and trains staff on data/evaluation requirements. The Director collaborates with the Chief Impact Officer, Development, VP for Programs, Program Directors, and external evaluators to ensure accurate documentation, timely submissions, and actionable analysis that informs organizational decision-making and impact reporting.

Key Responsibilities

- Keep program databases up to date; review evolving requirements tied to program activities.
- Manage, complete, and submit the **Keystone First Data Sharing Report** monthly.
- Analyze data for trends/outliers to improve efficiency, communicate impact, and identify service gaps.
- Monitor data collection across multiple databases/programs, compile outcomes for the annual impact report and stakeholder communications.
- Lead **CQI** by generating/reviewing reports; advise leadership on next steps and follow up with staff and evaluators.
- Ensure adherence to policies, procedures, and contractual obligations related to research/evaluation; escalate concerns as appropriate.
- Develop protocols/procedures for data entry; ensure timely, guideline-compliant documentation.
- Provide ongoing staff training on data systems and evaluation requirements.
- Review/approve submissions serve as primary contact for data discrepancies.
- Liaise with IT and/or vendors to support systems/databases.
- Perform other duties as assigned.

Qualifications

- **Master's degree** in public health or related field with **5–7 years** in evaluation or data management preferred, **Bachelor's degree** plus equivalent experience acceptable.
- Ability to work independently and as part of cross-program teams; strong organization, attention to detail, and multi-tasking.
- Logical problem-solver with skill communicating results in written/tabular/graphical form for decision-making.
- Provides consultation/technical assistance to programs and platform developers; committed to public health and working with diverse communities.
- Maintain confidentiality; handle sensitive information in line with **HIPAA** and organizational policy.
- Advanced proficiency in Microsoft Office; strong database understanding and data-management procedures.
- Ability to teach other data processes and reporting; generate/review documentation for database refinements.

Other Requirements

- **CPR certification; PA Act 33 child abuse clearances; valid driver's license; reliable transportation.**

Mandates

- **Annual Influenza Immunization** (during flu season).
As a public-health focused organization, we are committed to protecting the safety of clients, staff, and our community by reducing the impact of influenza and other preventable diseases.

Equal Opportunity Employer

TFDC is an **Equal Opportunity Employer** with a culture of high performance and continuous improvement that values learning and a commitment to quality. We use a supportive, collaborative approach across internal operations and in our work with community partners in Delaware County.

Application Instructions

Interested applicants should send a **resume and cover letter** to:
HumanResources@delcofoundation.org.