



Position Description: Director of Research & Innovation

BACKGROUND

In Tulsa, one out of every four children under the age of five lives in poverty. [CAP Tulsa](#) is a community action agency focused on interrupting the cycle of poverty, and ensuring that all children reach their full developmental potential by the end of third grade. Toward that end, CAP Tulsa provides high-quality early education services for young children, as well as a range of supportive services designed to improve the economic status of their parents. The agency's two generation approach aims not only to prepare young children for future success in school, but to champion their parents, as well, through programs designed to strengthen parenting skills, and increase employability and earning potential. CAP Tulsa's goal is that children enter school prepared for success, families create a nurturing and secure environment for their children, and that families are connected to one another.

CAP Tulsa stakeholders experience greater success and connectedness. Researchers from Georgetown University found that children who participated in CAP Tulsa Head Start in 2004 outperformed non-participants on the state math achievement test, were 34% less likely to be chronically absent and 31% less likely to be retained prior to eighth grade. Parents report improved outlook and engagement, and employees demonstrate a strong commitment to the Agency's Mission while enjoying a great place to work. In fact, *The NonProfit Times 2018 Best Places to Work* report ranks CAP Tulsa #2 in the nation among large agencies with 250 or more employees.

POSITION OVERVIEW AND RESPONSIBILITIES

The Director of Research & Innovation (director) is responsible for overseeing the research & innovation department, its processes and employees, as well as assisting senior leadership in driving a culture of data-driven decision making, innovation, and continuous improvement agency-wide. In close collaboration with a team of direct reports that includes six research and innovation specialists, the director will develop creative, new solutions to complex strategic and technical challenges. Within the context of the broader strategic direction of CAP Tulsa, the director will establish functional policies and drive and communicate decisions related to the department's projects and timelines. Specifically, they will be responsible for:

- working closely with the ECP and Family Advancement Divisions to drive the long-term innovation agenda of those groups and their use of data;
- leading improvement projects using a clear framework, such as improvement science, plan-do-study-act cycles, human-centered design or implementing, monitoring, and measuring the impact of a pilot;
- participating in strategic discussions regarding the vision of the agency, identifying the top areas of need, how to make change, and how to quantitatively monitor change;
- planning and completing data analyses and outcome reporting related to the types of children and families served through the Early Childhood Division; describing how outcomes are correlated with child and family risk factors and characteristics, and presenting data findings to senior management, early childhood department, school staff, partners and other interest groups as required;
- developing organizational capacity to foster a culture of data-driven decision making and innovation throughout the Agency;

- building partnerships locally and nationally at agencies and institutions with common interests;
- planning and completing data analyses and outcome reporting related to classroom quality and teacher effectiveness; describing how classrooms' quality outcomes are correlated to child achievement and present findings to senior management, early childhood department, school staff, partners and other interest groups as required;
- providing assistance and guidance for collecting and analyzing data to other agency departments to both improve their data collection efforts and enhance their program performance;
- reviewing and commenting on the methodologies used by CAP's external evaluators, assisting them with their data needs, and understanding their findings and how they fit in the bigger picture of measuring CAP's impact;
- managing the partnership and contract for external program evaluation with OU ECEI;
- striving to gather public school data on CAP's alumni after they leave the agency to gain insight into their school attendance and academic performance;
- developing presentation formats to display and explain complex information; providing coaching and assistance to others to improve the organizational capacity to display and explain complex information;
- overseeing a portfolio of innovation activities, including developing a pipeline of projects, launching new client service initiatives, and directing market testing and pilot projects to help drive the agency's long-term strategic goals; and
- performing other duties as assigned or requested.

QUALIFICATIONS

The Director of Research and Innovation will be an experienced leader and manager, capable of driving strong process and systems around data use and analysis, and managing a large team to achieve desired outcomes and improvement. Qualified candidates will have the following **experience**:

- 8 years of professional experience that includes research and analysis skills, and supervising a high-performing team;
- background supporting impoverished families and communities; and, ideally,
- experience in early childhood education.

The successful candidate will also possess the following **skills**:

- excellent analytical, critical thinking and organizational skills; ability to discriminate and distinguish among a large volume of data to identify relevant information required;
- ability to display complex information in a way that is understandable to broad audiences;
- ability to perform complex tasks with minimal supervision;
- ability to communicate successfully at every level of the agency, and have strong business acumen specific to CAP Tulsa's non-profit status and mission;
- ability to take initiative, multi-task and work well under pressure;
- discretion with extremely sensitive data, records, files, conversations;
- advanced MS Office and database software skills; working knowledge of accounting and budgeting practices;
- familiarity with statistical analysis and how to interpret complex data; and
- advanced organizational skills, efficiency skills and excellent attention to detail with a demonstrated commitment to completing assignments on a timely basis.

Finally, candidates will possess these **personal characteristics**:

- ability to engender trust and confidence;
- ability to communicate across difference; and
- interpersonal relationship skills sufficient to maintain effective and satisfactory working relationships with intra-department and inter-department staff, vendors, clients, visitors, and contractors.

EDUCATION

Masters degree (PhD preferred) in Education, Child Development, Economics, Business Management, Industrial Organization, Business Administration, or related field (from an accredited college/university).

REPORTING RELATIONSHIPS

The Director of Research & Innovation will report to Karen Kiely, COO, and supervise a team of six research and innovation specialists.

LOCATION: Tulsa, OK

Coined by *Thrillist* as a city that will “blow you away and defy your expectations,” Tulsa’s thriving communities, culture and entrepreneurial spirit have built a city that embraces inclusion and champions big ideas. The city boasts short commute times, more than 125 parks, booming nightlife, renowned art galleries and museums, as well as 180 miles of bicycle and pedestrian trails, including 40 miles on the Arkansas River shoreline. Tulsans have the best of both worlds – a cosmopolitan city and a slower-paced lifestyle – right at their fingertips.

COMPENSATION: Competitive and commensurate with experience; relocation reimbursement is available.

TO APPLY: The review of applications will begin immediately, and will continue until the position is filled. Applications should be submitted electronically, and include a letter of interest as well as a resume. Nominations, applications, or inquiries about the position and/or the search process should be directed to [our search partner Promise54.](#)