Job Title: Data and Evaluation Administrator
Classification: Exempt
Position Grade: Administrator
Program: Administrative
Reports to: Chief Strategic Development Officer

The Data and Evaluation Administrator will act as the expert in the area of evaluation, research, data, and measurement of the agency and is responsible for managing the Performance and Quality Improvement (PQI) functions of the agency and oversees the data analysis, data integrity and outcomes for the Multi-Agency Alliance for Children.

Degree in Statistics, Data Sciences, or other related area preferred. Experience and training in statistical analysis, data management, and evaluation as well as a working knowledge in Child Welfare and/or human services preferred. Masters level education preferred and 5 years’ experience required.

Qualifications/Competencies

Essential Skills

- Experience in Statistical Analysis
- Experience using data management systems/software
- Experience using data visualization tools (ie. Tableau)
- Knowledge of Georgia’s behavioral health, developmental disabilities, child welfare, education, juvenile justice systems and available resources
- Knowledge of and ability to model strength–based and solution–focused skills
- Ability to document activities and keep accurate records that are timely and well written
- Ability to work effectively on multiple teams with different goals toward the best interest of youth served
- Working knowledge of Quality Assurance processes and plan implementation
- Experience in gathering, reporting, and interpreting statistical data
- Effective problem solving
- Ability to be self-motivated
- Ability to be creative in thinking and planning
- Ability to build and maintain effective professional relationships
- Openness to learning, tracking and analyzing large amounts of information
- Highly proficient in MS Office Suite (Words, Excel, PowerPoint, Outlook)
- Works in an organized manner with strong attention to detail effectively managing overlapping projects and deadlines
- Desire and strong ability to learn new software and systems independently
- Anticipate challenges and solve them before they become problems

MAAC’s Mission: MAAC’s mission is to coordinate people, resources, information and a network of quality providers to create positive outcomes for vulnerable youth and families.
Multi-Agency Alliance for Children, Inc.

Preferred Skills

- Understanding of the social services industry & systems
- Existing knowledge of MAAC and its many functions
- Existing positive professional reputation
- Experience with transitioning database systems
- Understanding of data migration
- Understanding of data industry trends and developments
- Understanding SQL
- Experience with Salesforce
- Project Management experience

Job Duties & Responsibilities

1. Develop and execute evaluation methods and processes
2. Develop, implement and maintain programmatic and agency PQI Plans
3. Lead program integration efforts in regards to data and reporting needs
4. Maintain contractual needs as it relates to data requirements
5. Monitor data accountability of the programs and staff and report findings regularly to the CEO
6. Evaluate how well service regulations and guidelines are applied to actual care coordination services
7. Communicate data that is aligned with MAAC’s Theory of Change and Program Logic Models and presented in language that is easily understood to internal and external stakeholders
8. Working with the Development and Fundraising Team to provide data and strategic reporting for external communications and fundraising
9. Interpret and report statistical data in a professional and comprehensive manner on a regular basis
10. Serve as liaison to external evaluators who create professional reports regarding program outcomes and results
11. Coordinate MAAC PQI meetings (external and internal)
12. Attend and participate in CORE Leadership & Management Team meetings
13. Attend and participate in all other relevant meetings
14. Supervise the Database Coordinator
15. Oversee the maintenance and data quality/integrity of youth records (ie. Case Record Reviews)
16. Consultant to the Executive Leadership Team on database changes, updates and improvements requested by staff
17. Consultant to the Executive Leadership Team on trends and data to inform decision making
18. Create professional reports on program operations that can be used for program improvement using data from MAAC’s data management system
19. Use research to find national and state percentages on youth safety, permanency, and well-being against which MAAC can measure our standards and find evaluation models that MAAC can use to evaluate our youth services to ensure that they are of quality

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20. Stay abreast of current research, activities and trends in the field by reviewing professional publications, attending related conferences, meetings and other events as appropriate, and sharing learnings with the organization broadly including “Data Walks” at various meetings.

21. Various projects and other duties as needed

22. To be responsible for any other duties as requested or assigned by the Chief Executive Officer, Board of Directors and/or any committee to which the Board has delegated authority.

**Supervisory Responsibility:** Yes

**Work Environment:** 80% in office

**Special Demands:** Able to drive long distances/Sitting/Standing

**Work Hours:** Full-time

**Weekend Work Possibility:** None

**Travel:** within the State of Georgia

**AAP/EEO Statement:** MAAC, Inc. provides **equal employment opportunity** to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, gender identity or expression, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

________________________________________  ____________________
Employee Name (Printed)  Date of Hire

________________________________________  ____________________
Employee Signature  Date

________________________________________  ____________________
HR Signature  Date

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