

## **POSITION DESCRIPTION**

**Position Title:** Research and Evaluation Manager

**Position Type:** Full-Time Salaried

**Responsible To:** Senior Network Scientist

Visible Network Labs (VNL) is a social enterprise whose mission is to facilitate a supportive network of people, organizations and communities who believe in the value of working together to promote social connectedness. We provide training, opportunities for collaborative innovation, and technology-based tools (PARTNER and PARTNERme) that help people leverage network science to strengthen supportive connections and improve the outcomes of their work.

VNL is working with national and international partners to build a movement for network leadership with the ultimate goal of improving social connectedness as it relates to health, mental health, and wellness outcomes. We have many ongoing and upcoming projects that use network science (specifically Social Network Analysis and other mixed methods approaches) to solve complex systems questions, in ways that will translate into better practice and outcomes. Our typical client is an organization that has invested in a collaborative/network approach to solving a specific social, economic, environmental, or equity issue. We partner with them in assessing the extent to which these collaborative approaches are making effective and lasting systems change. We also focus on translating knowledge to practice, supporting continuous quality improvement, and building network leadership skills such as establishing, managing, and evaluating effective networks. Like us, our clients often have a social mission and we take a community-based participatory approach in developing research and evaluation projects and reaching feasible and impactful solutions.

We are currently looking for an experienced Research and Evaluation Manager to support both ongoing and new projects at VNL. We are a small 10-person team that anticipates growing over the coming months in several areas including technology and training. Our Data Science Team is currently a fast growing segment of our company. Our team is made up of people committed to our core values and focused on reaching goals for ourselves and our partners. We have a long history of working in the public, private, and nonprofit sectors, and over 20 years of doing network and systems evaluation work. Our clients have included the RWJF, CHR&R, Kaiser Permanente, Veteran's Administration, Help Me Grow, Bill and Melinda Gates Foundation, and dozens of other foundations, public health departments, and universities.

**Description of Position:** The Research and Evaluation Manager will join the Data Science Team at Visible Network Labs and will work on client based projects covering research, evaluation, and quality improvement projects in the field of network science. The Research and Evaluation Manager is responsible for supporting and managing projects, both external client projects and internal data science quality improvement projects. Duties involve approximately 50% project management and client communication and 50% data collection, analysis, and report writing. The Research and Evaluation Manager will use mixed methods, including quantitative, qualitative, and social network analysis to conduct projects that span evaluation, research, quality improvement, and data science activities. The Projects and Data Science Manager will build relationships and work closely with external clients to

understand their project needs; collect, clean, and analyze data; manage administrative tasks and timelines, and assist in the effective completion of presentations and reports.

**Specific Duties:**

- Support the Data Science Team with project management to include client communications, establishing and executing timelines, scoping project needs, and meeting project deliverables.
- Collect qualitative, quantitative, and social network data, primarily through survey instruments and interviews.
- Clean, manage, and analyze quantitative and qualitative data, with a primary focus on social network analysis data.
- Interpret, present, and write up results of data collection, delivering actionable insights for client quality improvement activities.
- Actively contribute to internal quality improvement of our network science software and services, managing and assisting with the development and QA testing of new software features and the client services relating to them.
- Work collaboratively with a small team of data analysts, scientists, software engineers, product managers, and UX/UI experts.

**Qualifications:**

**Required**

- Experience collecting, managing, analyzing, and interpreting quantitative and/or qualitative data.
- Excellent project management and organizational skills.
- Strong writing ability and attention to detail.
- Comfort and experience working with/providing consulting services for external clients.
- Interest in and affinity for working in a small, fast-paced start-up technology company with a highly collaborative culture.
- Demonstrated ability to pivot quickly in direction and cheerfully manage many tight deadlines with minimal supervision.

**Preferred**

- Experience with network science and social network analysis methods.
- Program evaluation experience.
- Data visualization expertise.

**To Apply:**

If you are interested in this position, please submit a resume, cover letter, one example of a written project report or other publication for which you were the lead (or at least a contributor as part of a team), and contact information for 3 references to [sarasprong@visiblenetworklabs.com](mailto:sarasprong@visiblenetworklabs.com)

We believe in the power of networks and know it's a proven strategy for success, so...when you apply for this job, bonus for letting us know how you are connected to VNL and/or our team. Who do you know that know us? Or are you connected to a community that we are connected to (Boomtown, CU Denver, Prime Health, etc.). Feel free to draw a network map to show us how you are connected!

We are hyper focused on finding the right person, both in terms of skills and company fit – in other words, you need to really want to work at VNL and help us solve big social problems. If you want to join a mission-driven, innovative, and dynamic team and use your skills to develop tools for organizational and systems change, we would love to hear from you!

*VNL is an equal opportunity employer. All employment decisions at VNL are based on business needs, job requirements and individual qualifications without regard to race; color; religion or belief; gender identity or expression; national origin; political affiliation; sexual orientation; marital, civil union or domestic partnership status; mental, physical or sensory disability; genetic information; age; HIV status; membership in an employee organization; pregnancy; parental status; military service; or any other status protected by law. Candidates who are underrepresented in the field of data science, research and evaluation, and project management are strongly encouraged to apply.*