

TEXAS HEALTH INSTITUTE
Job Description

Title: **Program Manager or Senior Program Manager, Research and Evaluation**

Reports to: Director of Evaluation

Location: Fully remote, Texas-based

Position Summary: The Program Manager Research and Evaluation supports the research and evaluation team at THI. The Program Manager must have experience in working with national, state, and local-level public and private partners to advance public health, paired with strong analytical and research skills. This includes the ability to lead evaluation-focused quantitative and qualitative research; strong communication and relationship building skills; and demonstrated experience in program evaluation. A master's degree and 5 years of full-time related experience is required. Required work location for this position is in Texas.

This position may also be hired at the Senior Program Manager level, depending on education and experience.

THI is an equal opportunity employer committed to inclusive hiring and dedicated to diversity in our work and staff. We do not discriminate in employment opportunities or practices based on actual or perceived race, color, religion, national origin, sex (including pregnancy, childbirth or related medical conditions), age, marital status, sexual orientation, gender identity or expression, veteran status, uniform service member status, disability, or any other characteristic protected by law. Women, people of color (including multilingual and multicultural individuals), LGBTQ+ persons, and people with disabilities are encouraged to apply.

Salary: \$78,000 to \$84,000 for Program Manager
\$85,000 to \$92,000 for Senior Program Manager

Major Responsibilities and Tasks:

- Design and lead research and program evaluation activities focused on a variety of public health topics
- Design program evaluations and logic models; implement evaluation plans, community assessments, and surveys
- Lead the coordination of research activities, such as scheduling and conducting focus groups and key informant interviews
- Conduct qualitative research, such as key informant interviews and focus groups, including design of interview protocols, analysis, and synthesis of findings
- Oversee the writing and editing of reports, presentations, manuscripts, meeting materials, and other deliverables for multiple audiences, with oversight from the Director of Evaluation
- Manage research and evaluation timelines, ensuring the timely submission of high-quality deliverables
- Supervise and mentor Research and Evaluation interns
- Support TH1 projects and perform other duties as identified and appropriate

Senior Level Responsibilities/Tasks (in addition to those above)

- Supervise and mentor 1- junior Research and Evaluation staff
- Identify funding opportunities and lead the development of proposals, with oversight from the Director of Evaluation
- Facilitate research and evaluation co-design meetings in partnership with the Director of Evaluation and the Chief Research and Evaluation Officer

Position Requirements, Knowledge, Skills, and Abilities:

Note: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to perform the essential functions of the job in a satisfactory manner.

Supervisory Responsibility: As required.

Required:

- A master's degree in public health, social work, public policy, (MPH, MPP, MSW, MSSW) or closely related field, and **at least 5 years of full-time related experience**
 - **Doctoral degree or an additional 3 years required for senior-level**
 - **1-2 years of supervisory experience required for senior-level**
- Deep understanding and experience with the entire Program Evaluation cycle, from design, data collection, analysis, through dissemination and publication.
- Experience with and ability to lead data analysis using statistical software—STATA experience preferred

- Experience with qualitative data analysis, including creation of interview protocols, and conducting and analyzing key informant interviews or focus groups (Atlas.ti, preferred)
- Experience designing and conducting program evaluation and communicating results to stakeholders
- Proficiency in relationship-building and collaborating with multiple stakeholder groups
- A deep understanding of the public health ecosystem, including topics of health equity, health disparities, and non-medical drivers of health
- Strong leadership skills and a desire to mentor and develop new talent
- Strong writing, editing, and presentation skills, including demonstrated experience communicating complex data analysis to a variety of audiences
- Strong analytical and critical thinking skills, intellectual curiosity, and problem solving skills
- Strong organizational skills, attention to detail, ability to prioritize and manage multiple tasks within an overall project plan, and ability to complete projects under time constraints
- Commitment to upholding an organizational culture that values independent problem-solving skills, positivity, openness to feedback, and approaching challenges with a growth mindset
- Self-motivated and flexible, and able to work independently and as part of a team
- Ability to meet assigned deadlines, work well under pressure, and on multiple projects
- Excellent computer skills including proficiency in Microsoft Office applications, such as Word, Excel, PowerPoint, and Outlook

Preferred:

- Experience working with public health organizations and public health partners, such as CDC
- Advanced analytical skills with the ability to conduct descriptive and inferential analyses on large and complex datasets
- Experience with participatory and/or community engaged research

Please email (subject line: Program Manager, Evaluation) a cover letter, the [THI application](#), and resume to Andrea Jacks at ajacks@texashealthinstitute.org. The cover letter should describe your interest in the position, an explanation of your connection to THI's mission, how your experience meets the minimum qualifications, and how you are prepared for the responsibilities outlined in the job description.