



**Research and Evaluation Manager Job Announcement**  
**Applications Due: March 25, 2022**  
**Start Date: April 14, 2022**

**POSITION SUMMARY**

The Asian Pacific Institute on Gender-Based Violence (API-GBV) has created a new position for a Research and Evaluation Manager. This position supports activities and projects to identify and promote effective research and evaluation across multiple issue areas.

This position is a full-time (40 hours per week), exempt position. Our main office operations are currently located in Oakland, California with other staff working from various locations within the US. We currently have 10 board members and anticipate growing from 12 to 20 staff members this year. This position can work remotely from outside the Bay Area while maintaining close communications to the team. Our ideal start date is April 14, 2022.

**JOB RESPONSIBILITIES**

***Research and Development 40%:***

- Conduct background research, literature reviews, surveys, interviews, and focus groups
- Contribute to the production of publications, applied research papers, articles, fact sheets, surveys, community-focused publications, and reports
- Ensure adherence to data privacy, security, archival, destruction, and transition requirements and other contractual stipulations
- Develop written progress reports, presentations and other materials for funders and partners

***Evaluation & Performance Measurement 40%:***

- Develop, implement and evaluate activities related to regular community needs assessments and evaluations
- Formulate survey questions, identify and interview participants, and analysis and presentation of findings
- Identify and develop resources, examples, and templates to support evaluation activities

- Review programmatic and evaluation documents and provide timely feedback and recommendations with actionable insights
- Develop evaluation and research tools
- Manage data collection efforts and coordinate data preparation and management strategies
- Analyze qualitative and quantitative data
- Analyze and formulate action items based on lessons learned and actionable strategies for continuous improvement and impact

#### **Training & Capacity Building 20%:**

- Oversee capacity-building efforts among diverse constituents including evaluators, program implementers, federal grant officers, and other project partners
- Develop virtual trainings, including asynchronous training modules
- Facilitate peer to peer learning, delivering training and technical assistance (TA) and participating in dissemination of research and written materials for project resources and other publications
- Manage and assess training and TA activities
- Develop data collection protocols and training guides
- Supervise and mentor research and/or evaluation interns
- Other duties/projects as assigned

#### **QUALIFICATIONS**

##### Education and/or Experience:

- Master's degree in social or behavioral science, public health or a related field and
- 3 years of experience working with or evaluating Human Service programs (including performance measurement, training and capacity building, evaluation and learning as listed in detail above).

##### Knowledge, Skills & Abilities

- Knowledge and experience with domestic violence or sexual assault response programs, experience interacting with other program practitioners

- Proficiency in at least one statistical data analysis program (e.g. Dedoose, SPSS, R, mplus), data visualization skills (e.g. R, Excel, Tableau, etc.) and experience developing interactive data dashboards
- Experience developing cross-systems evaluation strategies and learning agendas with participatory, culturally specific, and community-based evaluation
- Demonstrated knowledge of gender-based violence within the AAPI or ME community and the intersections with race, ethnicity, culture, immigration, language justice, among other considerations and lived realities
- Excellent verbal and written communication skills with ability to tailor communication to various audiences
- Critical thinker, problem-solver/solutions finder from strengths-based perspective
- Ability to work with tight deadlines and manage multiple priorities to ensure work is completed in a timely and productive manner.
- Bilingual/Multi-lingual (AAPI-ME/English) and knowledge of the AAPI/ME community preferred

### **ORGANIZATIONAL RELATIONSHIPS**

Reports to Director of Programs, and will work collaboratively with internal team members and external project partners

**Compensation: Starting salary \$79,310 per annum (based on 40 hrs per week/100% FTE). We provide an excellent benefits package including medical, dental, vision, basic life and disability insurance, 401K and paid vacation/health & wellness time.**

**Contact:** Please send letter of interest, resume and the names and contact information of three (3) professional references in a **single PDF document** to [HR@api-gbv.org](mailto:HR@api-gbv.org) by March 25, 2022.

### **Working Environment**

API-GBV strives for diverse, equitable, and inclusive work environment and does not discriminate on the basis of race, color, religion, creed, national origin, sex, age, (dis)ability, marital status, sexual orientation, gender identity, language, place of residence, political affiliation, veteran status, status regard to public assistance, or any other class protected by local, state, or federal law.

**Travel Requirements** – Outside of the context of COVID-19, there may some travel required.

The above statements are not intended to encompass all functions and qualifications of this position; rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description.