



Director of Program Support and Evaluation

The Squash and Education Alliance seeks a Director of Program Support and Evaluation to drive our efforts to measure and improve program quality across our 19 member programs nationwide. The ideal candidate will be a critical thinker who uses data to demonstrate impact and to ask thoughtful questions about what we're doing and why. In addition, this individual will be a detailed planner and executor who can manage projects and events and track large quantities of data. Specific responsibilities include the following.

Data Management and Evaluation

- Lead the data management and analysis process at SEA, strengthening the collection, reliability, and usefulness of member program data
- Manage SEA's annual member program data survey, including creating, distributing, collecting, analyzing, and reporting on program data
- Manage SEA's member program surveys for staff and students, including design, training, distribution, reporting, and analysis
- Oversee the program aspects of SEA's Salesforce database by continuing to build it out, ensuring that records are kept up-to-date, building reports to show outcomes and trends, training new SEA staff, and troubleshooting issues as they arise
- Partner with the Director of Educational Partnerships and Alumni to expand and manage SEA's alumni database and surveys
- Guide and support member programs in increasing the reliability of their data

Member Program Support & Staff Training

- Plan and lead member program staff trainings in partnership with other SEA staff members, including an annual new staff training, a biennial all-staff conference, and role-specific staff retreats (squash, academic, post-secondary, etc.)
- Manage implementation of student safety standards across member programs, including staff training and compliance.

Qualifications and Experience

- Bachelor's degree from a four-year university
- Experience leading, working, or volunteering in a youth development program
- Experience as a volunteer, alumni, or staff member of an SEA member program a plus
- Experience using Salesforce or other CRM's a plus
- Exceptional interpersonal skills to build strong relationships with various stakeholders
- Proven track record in initiating and successfully leading groups or projects
- Strong writing and communication skills
- Self-starter who sets high standards for self and colleagues
- Highly proficient in Microsoft excel and G-Suite
- Proficient in managing data sets and identifying statistically significant trends

Hours and Travel: This position will work primarily Monday through Friday, with some evenings and weekends, in our NYC office. The role also includes travel to visit our member programs, lead staff trainings, and support other SEA staff in running national events.



Compensation & Benefits: \$60,000 or higher, depending on experience. Includes 4 weeks of vacation annually, health insurance benefits, and, after one year of full-time service, a 401K matching plan. Vacation time must be taken outside of programming responsibilities.

Start date: August 2019

The Squash and Education Alliance is the umbrella organization and governing body of a network of youth development programs that combine squash, academics, mentoring, travel, and college support. Located in 25 cities in the United States and beyond, our programs support more than 2,500 children from low-income neighborhoods to reach their full academic, athletic, and personal potential. SEA leads the squash and education movement by launching new programs, promoting and enabling the highest quality programming among member organizations, and creating transformative educational and athletic experiences for students and alumni of our programs.

Interested? Candidates should send a resume and cover letter to becky.silva@squashandeducation.org.