



# Data and Evaluation Manager

## **North Carolina Community School Coalition, Inc.**

The NC Community School Coalition, Inc. (NCCSC) is a nonprofit organization guiding the statewide implementation of the NC Community Schools Framework to improve the academic, mental, and physical health of North Carolina students. NCCSC currently supports 42 public schools across 23 Local Education Agencies (LEAs) in becoming hubs of community pride and resources and, by July 2026, will expand to 53 schools across 28 LEAs. We partner with districts, schools, and communities to implement, evaluate, scale, and sustain this work.

**Location:** Durham, North Carolina (In-Person with flexible working hours as needed)

This is a full-time position with an ideal start date of **June 15th, 2026**.

Cover letters and resumes should be sent to [hiring@nccscoalition.org](mailto: hiring@nccscoalition.org). Priority will be given to individuals who apply by **May 1st, 2026**.

## **Position Overview**

NCCSC seeks a full-time **Data and Evaluation Manager** to lead the coalition's data systems, support high-quality data collection and reporting, and help ensure data is translated into actionable information for school-level continuous improvement. This role will coordinate closely with evaluation, regional, and school-based partners to build clear and efficient data processes that support both accountability and improvement across the coalition's network.

## **Responsibilities**

### **Continuous Improvement and Partner Support**

- Work in close collaboration with regional implementation partners to support schools in understanding conclusions and recommendations drawn from data.
- Work in close collaboration with regional implementation partners and schools to create and implement data-informed continuous improvement strategies to meet identified goals.

- Travel twice a month to various sites across the state to facilitate and/or attend meetings and manage complex relationships with multiple project interest holders.

### **Evaluation, Analysis, and Reporting**

- Collaborate with school districts, implementation partners, NC Department of Public Instruction and evaluation partners in planning and conducting all data collection, analysis, and evaluation activities.
- Work in close collaboration with regional and evaluation partners related to data needs/issues and, the development of data analyses/reporting plans.
- Analyze and interpret data in collaboration with regional and evaluation partners, prepare presentations and reports, and develop key recommendations and conclusions for interest holders at prescribed intervals.

### **Data Collection, Quality, and Stewardship**

- Train and supervise the work of regional partners involved in data collection and entry as applicable; ensure compliance with protocols and timelines as applicable.
- Coordinate with and train personnel from schools and community-based organizations responsible for data collection activities to ensure compliance with protocols and timelines as applicable.
- Manage, review and clean project data regularly, identify issues, recommend and independently implement corrective action with internal staff and/or external partners as needed.

### **Data Systems and Infrastructure**

- Draft data collection protocols, code books, and measures/tools across project.
- Develop, manage and train interest holders on the use of project databases.

### **Requirements**

- 5+ years of experience in research and community-based evaluation including data collection, management and analyses
- Strong interpersonal skills and the ability to build relationships with a variety of internal and external interest holders.
- The ability to exercise good judgement and make decisions independently in a fast-paced working environment.

- Collaborative and team-oriented with the ability to coordinate with multiple partners.
- Excellent time management and organizational skills and the ability to prioritize and address competing priorities.
- Database development and management skills.
- Strong data management and writing skills.
- Strong communication skills with an ability to communicate complex data to partners in actionable ways.
- Bachelor's degree required (equivalent professional experience considered).

### **Compensation**

Salary range: **\$80,000-\$90,000**, commensurate with experience. Includes comprehensive benefits and professional development opportunities.