



**Position Title:** Chief Accountability Officer (CAO)

**Position Status:** Full Time

**Reports To:** President

**Work Location:** Richmond, VA office

*The CAO will be an integral member of Virginia's team in the development of new knowledge and insights for delivering on the promise to improve opportunities and outcomes for all Virginia children and families.*

### **Organization**

The Virginia Early Childhood Foundation is a statewide non-profit public-private partnership with the vision that every region in Virginia will ensure equitable opportunities for all families with young children to thrive. Its mission is to serve as the non-partisan steward of Virginia's promise for early childhood success. VECF has a rare and exciting opportunity to scale our efforts to support communities' capacity to advance school readiness and improve early childhood success through the statewide spread and responsibilities of a new initiative, Ready Regions. The Ready Regions network is an effort to reimagine Virginia's early childhood care and education (ECCE) system in the wake of the COVID crisis. Through public-private partnerships at the regional level, Ready Regions will allow every child and family to benefit from greater access to quality ECCE services.

### **Position**

To ensure that Ready Regions deliver on the promise of ongoing quality, equity and sustainability of Virginia ECCE, VECF is in search of a Chief Accountability Officer who will report to the President, serve on VECF's executive team, and lead a team of staff professionals, along with a cadre of contracted subject matter experts. The CAO will work with the President to establish and implement a powerful vision and accountability plan for VECF and our grant-funded initiatives.

In this newly created role at VECF, the CAO will bring a fresh perspective to solve previously intractable and newly emerging challenges encountered by VECF grantees and programs and Virginia ECCE more broadly. The CAO will be responsible for internal evaluation and research efforts and will help shape how VECF leverages and boosts other research and evaluation efforts in Virginia to expand the collective sphere of innovation. The CAO will be expected to foster collaboration both internally and externally by providing high-level project management, strategic insight, and data intelligence on an array of research, evaluation, and other actionable data projects.

The CAO will have a broad and seasoned skill set in data management & use (identification, collection, analytics, IT solutions), research, and evaluation and will facilitate the creation and, alongside their team, oversight of partnerships with state agencies and universities, contractors, Chewing Fellows, and others with specific expertise as relevant to grant opportunities and research questions.

The CAO will bring an entrepreneurial perspective to VECF's data-related strategies, including but sometimes extending beyond traditional academic research methods to identify applied research methods for discerning strategies to answer significant research questions. Our goal will be to uncover nuanced findings to inform VECF's confrontation of inequities, fill elusive and emerging knowledge gaps, and increase impact in early childhood success for children, families, and communities. This will require the CAO to design and oversee efforts to collect, mine, analyze and utilize data from VECF's and partners' data solutions.

The Accountability Team will support the fiscal, operational, and data-driven capacity of VECF and grantees to scale and study their efforts, and therefore build capacity to influence and improve impact. The CAO will support the

Accountability Team in enhancing VECF's internal data and evaluation & research capacity, including building out capacity around:

- Data identification (figuring out the right data for specified tasks or questions that need to be answered)
- Data access (gaining access to or sharing already existing data)
- Data collection (gathering new data that don't already exist)
- Data management (establishing effective, user-friendly solutions for matching/linking different data sets, cleaning data to improve accuracy, and organizing data so it can be more easily found, analyzed, and used)
- Data analysis & visualization (generating meaningful, usable information from data)
- Data use (applying statistical and qualitative findings to such purposes as informing innovations in VECF programs and more broadly in the ECCE field, garnering better understanding of and buy-in for initiatives or policies, writing more compelling funding proposals)
- Data messaging (using data to convey urgency, need, value, and impact through narratives and visualizations)
- Other data capacity elements.

The CAO will excel at:

- Melding the best of academic and applied research methodologies within an entrepreneurial approach to generate actionable strategies for continuous programmatic, organizational and system-wide improvements;
- Implementing innovative equity monitoring tools for identifying and informing solutions to gaps in access to early childhood opportunities (e.g., an equity data dashboards or storyboards);
- Overseeing meaningful approaches to data utilization, including robust data quality assurance measures;
- Developing a data sharing culture within stringent data privacy parameters to improve coordination, decision-making, generation of new actionable information, and accountability across the state's complex ECCE system;
- Orchestrating longitudinal and latitudinal data integration to conduct intra- and inter-system analyses (e.g., downstream impacts over time & distinct counts across multiple services);
- Guiding the development of data products via different media to support understanding and use of analytics (e.g., data visualizations, infographics, website content, reports, articles, white papers, etc.);
- Monitoring and managing complex, high-stakes projects and completing projects within established deadlines;.
- Specifically managing IT solution projects, including the design, development and deployment phases, to address programmatic and enterprise requirements related to data collection, storage, integration, analytics, and reporting.

#### **Qualifications:**

- Bachelor's degree with concentrated research methodology studies required. Master's degree preferred.
- Familiarity with/experience in early childhood field preferred but not required.
- At least 5 years of experience required in data analysis and reporting, including a strong command of quantitative and qualitative research methods & data analysis tools. 5 years of experience with designing, developing and deploying data solutions preferred.
- Strong track record of project management and completion of tasks within established deadlines required.
- Proficiency required with:
  - Office suite software, including Excel and PowerPoint;
  - Common data collection tools, such as Zoho, Qualtrics, SurveyMonkey, or REDCap;
  - Data analytics tools (e.g., SAS, SPSS, R, ArcGIS, Dedoose, Qualtrics, or other quantitative & qualitative tools);
  - Business intelligence and data visualization platforms, such as Tableau, Metabase or Power BI;
  - Running analytics, including frequency distributions, correlational analysis, regression analysis, geospatial data analysis, and analysis of varying forms & types of datasets, including administrative quantitative data sets to qualitative interview data and ECCE to K-12 data;
  - Common ECCE data solutions including frontend user interfaces [e.g., automated child care management systems (CCMS such as ChildPlus, ProCare, Wonderschool)] and backend databases (SQL or Excel databases and data warehouses);
  - Developing specifications for and implementing data integration strategies;
- Some familiarity preferred with applicable ECCE data regulations [e.g., Family Educational Rights and Privacy Act (FERPA), Virginia Government Data Collection & Dissemination Practices Act (VA GDCDP Act – § 2.2-3800-3809)].

Position is salaried, commensurate with experience.

VECF is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, gender, sexual orientation, national origin, genetics, disability, age, or veteran status.

VECF maintains a drug free workplace.

To apply, e-mail a resume to Kathy Glazer, President, VECF, [kathy@vecf.org](mailto:kathy@vecf.org).