**Director of Planning, Research, and Evaluation
(Planning and Policy Specialist II)**

**Position #00014-- Pay Band 5**

**Hiring Range: Up to $67,000**

The Virginia Board for People with Disabilities, Virginia’s Developmental Disabilities Council, is recruiting for a Director of Planning, Research and Evaluation. This position provides leadership and direction to assist the Executive Director and the Board in the areas of disability policy, legislation, research, evaluation, and strategic planning. The selected applicant will assist the Board in achieving its policy and advocacy goals by developing and presenting credible information to its varied constituencies. The Director of Planning, Research and Evaluation has lead responsibility for data analysis, the preparation of federal and state plans and reports, and for development of the Board’s *Assessment of the Disability Services System.*

**Position Duties:**

* Analyzes and provides staff support on disability policy, legislation, regulations, and budget actions. Writes policy briefs, position papers, public comment, legislative testimony and related materials.
* Serves as lead staff in the development, coordination and submission of the Board’s federal State Plan and Program Performance Reports and the agency Strategic Plan.
* Researches state/national data or policy sources and provides analysis to adequately respond to written and verbal requests for information from state and federal government officials, the Board or its Executive Director, and to promote agency advocacy efforts.
* Reports on state and national research in the disability policy field.
* Presents to varied audiences on disability policy and related areas.
* Represents the Director on behalf of the Board in interagency meetings, workgroups or other arenas with multiple constituencies. Leads and participates in advisory and other workgroups within and outside of the agency.
* **Develops, implements, and analyzes agency consumer satisfaction, public comment, training program and other surveys.**
* **Coordinates and serves as lead staff for the development of the Board’s *Assessment of the Disability Services System.***
* **Assists in the development of Requests for Proposals for Board’s investment activities (grants and contracts). Assists with grant monitoring and evaluation.**
* **Provides staff support as assigned to Executive Director and Board committees and technical assistance to staff in position’s areas of expertise.**

**Education and Experience Requirements:**

**Education:** Graduation from college or university with advanced degree (preference for Ph.D or Ed.D level) in human services, planning, public policy, public administration or related field.

**Required Experience: The Board seeks an intellectually curious, detail oriented individual excited about our mission who has the following experience and skills:**

* Experienced in policy and legislative analysis
* Experienced in program monitoring and evaluation
* Experienced in program and strategic planning processes and implementation
* Strong qualitative and quantitative research skills
* Experience in survey development, implementation and analysis. Experience with on-line survey development a plus
* Exceptional writing, editing, and public presentation skills
* Demonstrated ability to work successfully with diverse external constituencies, including high level government and legislative officials, advocacy and consumer groups, and others
* Demonstrated high level of proficiency in Microsoft Word, Excel, Access and PowerPoint
* Demonstrated experience in successful management of multiple projects and deadlines
* Excellent interpersonal and conflict management skills

**Desired of Preferred Qualifications:**

* **Experience in state government**
* Experience working in the disability policy or research fields
* Experience with statistical software analysis programs
* **Experience with and knowledge of developmental disabilities**
* **Experience working with Boards or Advisory Councils**

Create and submit your online application no later than 11:59 p.m. on August 7, 2015 by visiting <https://virginiajobs.peopleadmin.com/postings/18016>.

Minorities, people with disabilities, Veterans, and people with National Service are encouraged to apply. EEO/AA/TTY. Reasonable Accommodations Upon Request.