

# Job Posting

## Alzheimer Society of Ontario

**The Alzheimer Society's** vision is a world without Alzheimer's disease and other dementias. Our mission is to alleviate the personal and social consequences of Alzheimer's disease and related dementias and to promote research.

### Our Values

Collaboration Accountability Respect Excellence

### Manager of Research and Evaluation

The Manager of Research and Evaluation works in partnership across the Alzheimer Society of Ontario (ASO), with the 26 local Alzheimer Societies in Ontario (ASiO), and in collaboration with ASO partners and stakeholders to lead, cultivate, and facilitate a range of applied research and program evaluation activities, ensuring the development, delivery and mobilization of high-quality evidence-based resources, programs, initiatives, practices, and decision-making, as well as enable broad internal and public engagement in research and knowledge mobilization.

The Manager of Research and Evaluation is an advocate and active role model, raising the profile and engagement of research, evidence-informed practice/decision-making, and knowledge translation within ASO and ASiO.

Reporting to the Senior Director, Public Policy & Partnerships, the role is responsible for supervising research and evaluation activities in alignment with ASO's strategic priorities, promoting evidence-based approaches to program and educational design and improvement at ASO and ASiO. The Manager of Research and Evaluation oversees and develops high quality, evidence-based resources, processes, and tools that support ASO's strategic priorities and key initiatives. This role works with colleagues in the Programs and Education departments to support data collection from ASiO to inform reports that showcase successes and determine areas for quality improvement.

### What You'll Be Doing

#### Research

- Oversee research (primary literature and other sources) and analysis on programs and services at ASO and ASiO.
- Synthesize diverse content, expertise, and recommendations to ensure concise and consolidated content development to meet the goals of ASO and ASiO.
- Finalize content for reports, conference abstracts, and communications to local Societies about program evaluation.
- Develop relationships with key stakeholders, including researchers, policy makers, health professionals, government staff, and others.
- Oversee and conduct research projects that support best practices and the development of new programs and services.
- Study trends and developments in research; participate in educational opportunities; read professional publications; maintain professional networks; participate in professional organizations, external committees, and project working groups as required.

#### Evaluation

- Provide coaching and mentorship for the Research & Evaluation team in the design of program evaluations and survey instruments and tools, analysis of data collected and the development of reports including program recommendations.
- Support ASO colleagues to assess required program outputs, outcomes and tracking methods to ensure they are aligned with funder requirements and ASO's strategic priorities.
- Supervise the development and management of projects and programs that demand a variety of qualitative, quantitative data to help inform strategies, performance objectives, and program results.

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- Train and mentor colleagues in conducting program evaluation, as required.
- Identify, develop, and analyze indicators for measuring program effectiveness and impact.
- Develop and maintain productive working relationships with program area partners to design, plan, and execute work in support of program goals.
- Present research and evaluation findings at conferences, to government stakeholders, external partners, and internal (ASO and ASiO) audiences.

## General Administrative Duties

- Support colleagues in the maintenance of work plans to ensure completion of deliverables on time and escalate project risks as appropriate.
- Receive and respond to requests from the public and local Societies for information.
- Maintain workflow templates for the team.
- Oversee online material and resource libraries (e.g. shared drive, central data dashboard).
- Communicate with local Societies and external partners and ensure accuracy of messaging.

## Who You Are:

- Graduate degree in a social science or health field (e.g., gerontology, sociology, psychology, health sciences, library and information science, public health, etc.) is preferred. A combination of education and experience will also be considered.
- 8-10 years of practical experience leading the conceptualization, development, implementation and management of program evaluation and/or research in a public health or healthcare setting, including project leadership, design, execution and dissemination.
- Experience managing a team of highly-trained professionals working on independent and group projects.
- Experience with survey development, conducting interviews and leading focus groups, as well as analyzing data collected through these methods.
- Experience analyzing data from health administrative databases is an asset.
- An understanding of Ontario's health care system with particular emphasis on primary care and provider engagement is an asset.
- Experience engaging and working directly with health system leaders and health service providers; engaging patients, care partners and equity-deserving populations is an asset.
- Experience applying project management methodologies (PMP or equivalent) is an asset.
- Solid command of theories and frameworks relevant to program evaluation, health, and health care.
- Proven ability to develop logic models, theories of change, evaluation frameworks and plans, and research protocols.
- Excellent organizational skills; responsible and highly motivated; must be able to manage multiple tasks, prioritize and effectively anticipate and respond to issues as they arise.
- Detail-oriented and process-driven with a demonstrated ability to produce high quality work consistently and effectively.
- Excellent skills in explaining complex concepts in a manner suitable for non-research audiences.
- Strong problem-solving skills and demonstrated ability to think critically and strategically.
- Proven ability to work in a collaborative team environment and with senior leadership.
- Ability to deal with ambiguity and flexibility to pivot to adapt to changing demands.
- Ability to develop relationships with key stakeholders to establish trust, credibility, and respect.
- Knowledge of best practices related to inclusion and health equity are considered an asset.
- Excellent oral and written communication skills.
- Experience with Microsoft Office tools including Outlook, PowerPoint, Excel and Word required; experience with Planner is an asset.
- Familiarity with Alzheimer's Disease and related dementias is an asset.

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Don't meet every requirement? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet all qualifications. If you are excited about the role, but your resume doesn't align perfectly with every qualification in the description, apply anyway. You may still be the right candidate for this or other roles.

## What We Offer

Work life balance is important to us here at the Alzheimer Society. That is why we offer our employees:

- A generous employer paid benefit plan.
- Employee and Family Assistance Plan
- A Defined Contribution Pension Plan with up to 5% employer matching
- Personal days and equity floater days that can be used at any time.
- Flexible working arrangements that include working from home and flexible hours
- Paid professional development opportunities.

Hiring Zone: \$80,000 - \$85,000

## Commitment to Equitable Recruitment

The Alzheimer Society recognizes the value and dignity of each individual and ensures everyone has genuine, open, and unhindered access to employment opportunities, free from any barriers, systemic or otherwise. Accommodations are available on request for candidates taking part in all aspects of the selection process, in accordance with the Human Rights Code and AODA.

Our values include **justice** and **connection** and are the guideposts we use for decision-making of all kinds. We believe that this will guide the organization toward a place of inclusion for all - where equity and access to essential supports and services becomes the reality.

The Alzheimer Society welcomes those who have demonstrated a commitment to upholding the values of equity and social justice and we encourage applications from First Nations, Inuit and Métis, Indigenous Peoples of North America, Black and persons of colour, persons with disabilities, people living with dementia, care partners and those who identify as 2SLGBTQIA+.

## How to Apply

We thank everyone for their expressed interest – and are truly appreciative of the time individuals put into applying – but with the limitations of time, only those selected for an interview will be contacted.

Please submit both a resume and cover letter to: [resumes@alzheimerssc.org](mailto:resumes@alzheimerssc.org)

Closing Date: May 6, 2025

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