## Job Announcement
## Evaluation and Learning Associate

Created in 2018 after 70% of Denver voters turned an idea into a reality, Caring for Denver Foundation works to address Denver's mental health and substance misuse needs by growing community-informed solutions, dismantling stigma, and turning the community's desire to help into action. Caring for Denver Foundation has funded more than $57.6 million in the areas of alternatives to jail, care provision, community-centered solutions, youth, and special initiatives.

If you are looking for an opportunity to work closely with a small group of diverse staff dedicated to the mission and vision of their work, to be a supportive partner with grantees doing innovative work in Denver, and to contribute to foundation evaluation and learning in ways that positively change how philanthropy approaches evaluative practices, then this is the job for you.

We are seeking to hire an evaluation team member to help the Foundation implement responsive and equity-based evaluation and learning practices that 1) support grantee evaluative thinking and capacity building, 2) expand how mental health and substance misuse impact is measured through emphasizing what grantees see in their work as valid and essential evidence, and 3) help inform and improve grantmaking through regular internal reflection and use of collected data.

The Evaluation and Learning Associate will work with Foundation team members and grantees to build understanding of the Foundation's unique approach to evaluation. The Associate will also implement evaluation and learning activities and technical assistance with grantees, routinely collect and analyze data, manage some reports and reporting processes, and support organizational and community learning strategies through evaluative work.

### Education, Experience and Skills
We are seeking an Evaluation and Learning Associate with experience as an evaluator or in another discipline that requires evaluative training and thinking (such as sociology, social work, or public health). The right person will:
- have confidence and experience collecting and analyzing data, including listening and supporting narrative as a data collection method, and basic quantitative assessment
- understand the difference between "what" data and "so-what" data and be skilled in pulling meaningful insights and hypotheses from information rather than just reporting facts

- enjoy relationship-building and connecting with others equitably. The Foundation's grantees are diverse and many work with populations that are often stigmatized. Staff also come from diverse backgrounds and a range of professional experiences. Nonjudgment and comfort working with people from different backgrounds and beliefs is critical. Proficiency in any additional languages, particularly Spanish, is desired. Experience supporting equitable evaluation and learning practices is preferred.
- have good self-editing and time management skills, as the job requires independently keeping track of multiple funding timelines and a variety of evaluation activities for each funding timeline
- have experience in emergent learning or some other learning modality, as the Foundation prioritizes learning in its approach to evaluation
- enjoy being part of new beginnings and teamwork. The Foundation has been operating for two years; this means we are still forming as an organization and as a team and are continuing to establish practices. We have initial structured processes in place for evaluation and learning, but there's still more to build and do.
- ideally have personal experience as a grantee or supporting grantee evaluation activities

To perform this job successfully, an individual should be able to skillfully use Microsoft Office suite (Excel, Outlook, PowerPoint and Word) and have experience or interest in learning relational databases and/or CRM systems.

## Responsibilities
The Evaluation and Learning Associate will be primarily responsible for:

Evaluation Planning and Documentation
- Support grantees and program officers in designing and updating individualized evaluation frameworks for each grantee annually (helping grantees document their grant projects at a basic level—activities, outcomes, and measures—using the Foundation's templates and grants management system)
- Work with grantees to identify and align their own definitions and measures of their success with the Foundation's Shared Impact Plan, which was created with community to measure progress and impact
- Support grantees in "right-sizing" evaluation efforts and provide advice (when needed) related to data collection, analysis, and submission to the Foundation
- Research environmental trends and population-level metrics related to funding areas when needed

Data Collection and Analysis
- In collaboration with program officers, co-lead and document learning check-in calls with grantees. Support grantees in telling their own stories of progress and adaptation

- Synthesize findings from check-in calls (both quantitative and qualitative) on a regular basis to identify themes related to progress, barriers and facilitators to progress, resilience and adaptation, and ongoing needs
- Enter and track collected information in the Foundation's grants management system
- Identify opportunities and insights within collected data that can help the Foundation be responsive to feedback from grantees and the community

Reporting
- Complete templated internal and external reports utilizing qualitative and quantitative data collected through grantee learning calls
- Update and maintain dashboards and other information-sharing tools related to evaluation

Relationship Building and Community Engagement
- When needed, either lead or support facilitation of community gatherings to engage grantees and interested community members in reviewing, assessing, and providing insights related to evaluation and learning data collected by the Foundation
- Work with capacity-building consultants and supports hired by the Foundation to ensure alignment with—and learning to improve—the Foundation's evaluation strategy
- Collaborate with the Foundation's community engagement team to identify ways grantee evaluation activities can help to support the Foundation's larger storytelling efforts

Program Officer Supports
- Work closely with the Foundation's program officer team to help support their engagement with grantees related to evaluation, including help with understanding evaluation principles and practices, and building skills related to evaluation and learning

Other duties as assigned

## Supervisor Relationship
The Evaluation and Learning Associate reports to the Director of Evaluation and Learning and does not supervise any employees. This position does not have administrative support.

## Salary and Benefits
This full-time, exempt position's salary will be between $68,000-$75,000 commensurate with background and experience. Caring for Denver Foundation currently offers a benefits package including 100% of the employee cost, and 50% of the spouse and

dependent coverage cost for the organization's selected base plans for health, dental, and vision insurance (employees may select higher levels of coverage and pay the additional premiums). The Foundation contributes to short-term disability, long-term disability, and basic life and AD&D coverage. A 401k retirement plan is available—the Foundation matches up to 4% of the employee's compensation. Benefits also include paid time off including holidays and an employee assistance program. Several voluntary, self-paid benefits are also available including critical illness insurance.

### Equal Employment Opportunity
The Foundation is dedicated to the principles of equal employment opportunity in any aspect of employment. The Foundation does not discriminate against employees or applicants for employment because of age (40 and over), race, color, national origin or ancestry, sex, (including pregnancy, childbirth or related medical conditions, and breastfeeding), religion, creed, citizenship, marital status, family care status, physical or mental disability, genetic information, sexual orientation, gender, gender identity or expression, transsexual or transgender status, political belief, military or veteran status, or any other consideration made unlawful by federal, state or local law in hiring, promoting, demoting, training, benefits, transfers, layoffs, terminations, recommendations, rates of pay or other terms and conditions of employment. Instead, the Foundation endeavors to provide opportunity to all employees and applicants based on qualifications and job requirements. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

### How to Apply
This opportunity will remain open until the position is filled. Interested candidates should send an email and/or letter of interest and resume to Search Committee at search@caring4denver.org with the subject line "Evaluation and Learning Associate".