

Current job opening with Community Action Marin.

Job Title: Director of Learning and Evaluation
Status: Full-time / Salaried / Exempt
Salary Range: \$80k - \$85k Annually + Benefits

To apply, send resume to: Chandra Alexandre, Chief Executive Officer at calexandre@camarin.org

Job Summary: Community Action Marin is looking for a collaborative, analytical, and creative leader for its agency-wide learning and evaluation efforts. The Director of Learning and Evaluation will support the leadership and management teams toward a deepened learning orientation and will support the intentional use of data and insights to inform decision-making about strategy and programs. This person will help to foster a culture of evaluation, reflection, and learning to strengthen the agency's creation of meaningful social change aligned with its priorities and mission. As an agency director, this position is responsible for programmatic support of fund development, marketing, and communications efforts that strengthen the agency with all stakeholders, including families and funders.

Primary Responsibilities:

- Work in close cooperation with the agency's Executive Team to support the creation of an evaluation system that leverages current agency-wide standards and infrastructure and includes evaluation of each program's effectiveness against agency and relevant government benchmarks.
- Design or modify specific data collection instruments for the agency and programs, such as pre/post-tests, surveys, assessments, interview guides, and focus group protocols; ensure use of evaluation approaches such as equitable, participatory, developmental, and empowerment evaluation.
- Consult with and coach program staff to identify program goals and monitoring plans that strengthen effectiveness and communicate impact.
- Plan, design, and implement community surveys in coordination with program efforts and agency goals; establish methods for community feedback and increased listening and learning.
- Analyze collected output and outcome data and prepare reports for internal use and external distribution summarizing analyzed results; include trends and patterns that demonstrate gaps, impact, and reveal questions to consider as part of a continuous improvement process.
- Disseminate evaluation results to partners, including federal and municipal agencies, foundations, community organizations, and other stakeholders.
- Act as liaison between the agency and all external evaluation projects and organizations.
- Create regular, user-friendly reports for program leaders and staff to monitor results; use this and other insight to work closely with the agency's Development team to provide outcome information for proposal writing and author text for evaluation plans and logic models; ensure that the agency's impact report reflects the best learnings, outcomes, and use of data.
- Represent the agency publicly as needed to reflect the performance management work to a variety of audiences (existing and potential funders, government officials, foundations, etc.).

- Participate in cross-team efforts around Results-Oriented Management & Accountability (ROMA), learning and evaluation to ensure smooth operation of the agency's various programmatic efforts. identify team-based professional development opportunities.
- Promote a culture of reflection, learning, and data-based decision making among staff and participants.

Qualifications:

Required Qualifications

- Bachelor's degree; Master's degree or equivalent training in an applied research field.
- A minimum of five years of experience in performance management, evaluation, or applied research.
- Fluency in written and spoken English.
- Excellent organizational and communication (verbal and written) skills.
- Very strong general computer skills and extensive experience with spreadsheets; ability to work with databases and experience with statistical analysis packages.
- Quantitative data collection and analysis skills (mixed-method setting and/or coding for open-ended survey items).
- Outstanding analytic skills and natural curiosity, paired with an ability to maintain a strategic perspective.
- Ability to design, modify, and administer written assessment instruments (pre/post tests and surveys).
- Ability to provide ongoing staff training on data collection methods, evaluation concepts, and use of data.
- Experience completing research, evaluation, or performance management projects in one or more of
- the agency's primary service and outcome areas: early learning and education, employment and workforce training, mental health, and economic mobility.
- Prior experience managing or overseeing research, evaluation, or performance management projects. This should include experience with project budgeting and planning, and managing workflow.
- Deep understanding – and ability to articulate – the role equity, inclusion, and diversity plays in our work.

Desired Qualifications

- Fluency in written and spoken Spanish.
- Experience with Efforts to Outcomes (ETO).
- Experience with Community Action Agencies.
- Experience in design and modification of program logic models / theory of change models (or similar planning documentation).

Physical Requirements

- Ability to sit, walk, stoop and stand intermittently.
- Ability to reach overhead, grasp, push and pull objects such as files and file cabinet drawers.
- Lifting, raising or lowering an object from one level to another (includes upward pulling) 10-25 lbs.
- Carrying: Transporting an object, usually holding it in the hands.
- Manual dexterity required for computer work.