



Job Announcement Evaluation and Learning Partner

If you are looking for an opportunity to be a supportive evaluation 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.

Created in 2018 after 70% of Denver voters turned an idea into a reality, Caring for Denver Foundation (the “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 has funded more than \$111 million in the areas of alternatives to jail, community-centered solutions, youth, and special initiatives.

The Evaluation and Learning Team at Caring for Denver implements responsive and equity-based evaluation that 1) supports grantees in their development of evaluative thinking and capacity building, 2) recognizes the value of practice-based evidence, and 3) promotes the use of data and collaborative learnings with grantees and within the Foundation to inform strategy and grantmaking.

The Team’s day-to-day activities primarily focus on providing evaluation support and capacity building to individual grantees, analyzing grantee data, generating impact and learning reports, and conducting internal learning activities to ensure grantee data and community feedback is incorporated into organizational practices.

The current open position will focus primarily on providing one-on-one evaluation and learning support to grantees in alignment with our [innovative evaluation and learning model](#).

Qualifications and Requirements

We are seeking an Evaluation and Learning Partner with experience as an evaluator or in a discipline that requires evaluative training and thinking (e.g., sociology, anthropology, social work, public health). The right person will:

- Have confidence and experience collecting and analyzing data—including listening—and supporting narrative as a data collection method as well as quantitative data skills.
- Understand the difference between “what” data and “so-what” data and be able to pull meaningful insights from information rather than just report facts
- Enjoy relationship-building and connecting with others equitably. The Foundation’s grantees are diverse and many work with populations that are often stigmatized. Our 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.

- 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
- Enjoy being part of new beginnings and teamwork. The Foundation has been operating for four years; we have 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
- Proficiency in any additional languages, particularly Spanish, is desired
- Experience supporting equitable evaluation and learning practices is preferred

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.

Caring for Denver Foundation requires completion of a criminal background screening and proof of full vaccination against COVID-19.

Responsibilities

The Evaluation and Learning Partner 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.

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.
- Support the synthesis of data 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

Relationship Building and Community Engagement

- When needed, 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

Program Officer Supports

- Work closely with our 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 Partner will report 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.

Full-time employees of Caring for Denver Foundation are currently offered 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.

This position is based in the Foundation's central Denver office location.

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

Interested candidates should send an email and/or letter of interest and résumé to Search Committee at search@caring4denver.org with the subject line "Evaluation and Learning Partner". We will begin reviewing applications May 15, 2023 and plan to start initial interviews in early June.