



SIEBERT
LUTHERAN FOUNDATION

POSITION DESCRIPTION

EVALUATION SPECIALIST

Job Summary

The Siebert Lutheran Foundation has invested more than \$126 million in Lutheran-affiliated schools, ministries, and human service agencies impacting the lives of families, congregations, and communities since its inception in 1976. Visit siebertfoundation.org for more information about our mission and impact.

Through the creation of the new Evaluation Specialist position, the Foundation will comprehensively evaluate and measure its impact and that of its grantees. The on-going evaluation will inform decisions, drive strategic direction, and build grantees' capacity to measure their own impact. The incumbent will serve as the primary evaluator of the Foundation's and partners' investment impact. The ideal candidate will have experience in quantitative and qualitative evaluation strategies. The incumbent will extensively engage with grantees to assess their programs and build their capacity. Therefore, the ideal candidate will feel comfortable working with both data and people.

Equipment

Must be proficient in the use of office technology including Microsoft 365, SharePoint, Microsoft Word, Access, PowerPoint, Excel, and Outlook. Must be able to comprehend and efficiently use other web-based or software programs relative to the Foundation's operation, including Smart Simple.

Education and Experience

BA/BS degree in public policy, urban planning, or a related field is required, with a minimum of five years of strong data, research and/or evaluation experience. Must possess excellent skills in identifying metrics and collecting, compiling, analyzing, depicting, interpreting, and telling stories using quantitative and qualitative data. This position will require effective planning skills and the ability to design an evaluation that acknowledges current capacity of grantees. Effective verbal and written communication skills and interpersonal skills are required. Ability and willingness to work as an integral part of a small team and integrate into a culture of high productivity and Christian values is of utmost importance to success in this role. Candidates must possess familiarity with logic models, theory of change, data sharing, evaluation design, data analysis and interpretation, identification of course corrections, and lessons learned.

Given the nature of the Foundation's work with faith-based leaders, strong values, ethics, and moral character are non-negotiable. An active Christian faith commitment is required.

Contact with the Public

In addition to working as part of a staff team, the incumbent will have contact with the Board of Directors, ordained clergy and other ministry leaders, grantee not-for-profit organizations, and a variety of others, from clients served by our funded programs to C-suite individuals. The ability to represent the Foundation in a professional and personable manner, and to treat each person with dignity and respect, is critical to success in this role.

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Supervisor and Work Direction

The incumbent will work under the direct supervision of the President of the Foundation, who will establish priorities and goals, with daily work direction also being provided by the Operations Manager & Grant Administrator and the Communications Director.

Job Duties

Grantee Reporting

- Create and track grantee reporting requirements.
- Follow up with grantees that have not completed or submitted their reports in a timely way, or whose reports do not reflect the intended outcomes outlined in the grant application.

Building Capacity

- Provide technical assistance to build grantees' capacity for measuring outputs and outcomes for projects and programs funded by Siebert.
- Develop training curriculum on program evaluation and outcomes to present to prospective and current grantee learning cohorts and individuals.
- Train grantees in the process of documenting their best practices and success stories, as tools for potential model replication.

Grantee Relationship Management

- Conduct due diligence on assigned grant requests.
- Cultivate relationships with assigned current and prospective grantees.
- Manage assigned grant portfolio.

Evaluating Impact

- Working with the Siebert grant portfolio, establish and implement minimum standards for outcomes metrics and reporting, based on defined factors, i.e. grant size, etc.
- Conduct programmatic outcome evaluations of grants as assigned.
- Explore the possibility of creating standardized metrics that can be used in grant applications for each priority area.
- Evaluate impact being made in each priority funding area and create corresponding reports.
- Make recommendations regarding strategy, future funding, and other topics to program officers, management, and Board of Directors based on evaluation results.
- Track metrics over time to analyze and evaluate long-term impact.

Increasing Impact

- Evaluate and create methods for illustrating impact in a manner that allows management and Directors to consider how to increase effectiveness of our funding.
- Identify gaps for meeting strategic plan goals.

Reporting Impact to Board and Other Stakeholders

- Compile, analyze, and graph data for presentations to Board and other stakeholders.
- Work with President and Directors to design and evaluate effectiveness of an Impact Dashboard that can be used for outcomes reporting to Board.
- Prepare and present reports to Board as assigned.
- Work with Communications Director to identify successes and create stories of impact for internal and external publications.

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Salary Range & Benefits

The compensation for this full-time salaried position, depending on the credentials, salary history, and experience of the candidate selected, will fall within an annual range of \$65,000-90,000, based on a market rate assessment.

Siebert Lutheran Foundation offers a generous benefits package, including funding 90% of employee individual or family medical insurance premium and contributing 15% of salary into a tax-deferred SEP employee pension plan.

To Apply

Culturally and racially diverse applicants are encouraged to apply.

To apply, email a cover letter and resume to Charlotte John-Gomez, President & COO, at cjg@siebertfoundation.org with the subject: "Evaluation Specialist Application." No phone calls, please.

The application deadline is March 3, 2019. Cover letters and resumes submitted after that date may not be immediately reviewed.

Please note: the anticipated start date for the person selected for this position is on or around May 1, 2019.

Updated 2/7/2019