

## Evaluation and Learning Manager

### **Position Summary**

The Evaluation and Learning Manager plays a critical role in Propel's efforts to define, collect, analyze, and evaluate program data. This role ensures consistency, generates key learning from program data, and leverages the power of data as we strengthen our program services for continued impact in the nonprofit sector. This position champions the unification of internal program data systems, defines universal program data needs, and in partnership with IT (Information Technology), implements changes in the client relationship management system.

**Reports to:** Vice President and Chief Program Officer

**Classification:** Full-time, Exempt

### **Essential Job Functions**

*The following list comprises the primary job responsibilities; it is not designed to be a comprehensive listing of all activities that may be required.*

- Co-convene program data committee to identify program data groupings and requirements.
- Advance the collection of program data and develop learning reports to influence strategy and program quality.
- Partner with program directors to implement and manage a comprehensive program evaluation system.
- Collaborate with IT in building data fields and input guides for propel program systems.
- Provide insights across all program components and processes to embed data equity framework in training, lending, grants, contracts agreements, and other services.
- Review grants, contracts, and other funding documentation to ensure compliance with demographic program data, and other requirements.
- Manage an evaluation dashboard to monitor client progress for improvement and reporting purposes.
- Engage internal staff community to identify key program data needs, while supporting IT in developing connective systems to integrate program data.
- Partner with the VP/CPO, and the IT Team to develop implementation timeline and training plan to engage program teams in change management.
- Maintain full archiving of program data and supporting documentation in Salesforce, SharePoint, and other required platforms.
- Other duties as assigned to meet organizational goals.

## **Qualifications**

- Curiosity and aptitude for learning and gaining and sharing information and insights.
- Commitment to the mission, vision, and values of Propel Nonprofits.
- Strong self-starter and capable of structuring one's own work and setting and keeping deadlines.
- Flexible, strategic thinker capable of synthesizing substantial amounts of information and creating actionable plans.
- Skilled with presentations and the ability to facilitate successful meetings.
- Willingness to promote and contribute to a collegial environment with colleagues and clients.
- Commitment to infusing diversity, equity, and inclusion lens in work process and deliverables.

## **Education and Other Training:**

- Minimum 3 years of experience in training, communications, information analysis, sales, program evaluation, research, or other related fields requiring big-picture strategy work and detailed daily work.
- General knowledge of public participation techniques or willingness to learn and utilize them.
- Interest in, or aptitude in data visualization and use of visual communication tools, such as Canva, Visio, Power BI, and others.
- Preferred: Experience with racial equity research methods, and data equity framework.
- Interest in learning or deepening knowledge of data equity framework.

## **We offer excellent compensation and benefits, including:**

- Annual salary range of \$58,500 - \$63,000 depending on experience
- 32 PTO days per calendar year (prorated your first year)
- 7 personal holidays per calendar year (prorated your first year)
- 5 Shared holidays per calendar year (prorated your first year)
- Monthly phone and internet service allowance
- Flexible work schedule in a hybrid work environment
- Health, Dental, and Vision insurance
- Health savings account
- Health care flexible spending accounts
- Basic and supplemental term life insurance
- Short, and Long-term disability insurance
- Other voluntary insurance benefits
- 403(b) retirement plan with employer contribution

## **Accommodations**

We recognize that qualified applicants will include a range of people who will each require different support to be successful. Propel operates with a remote/office hybrid environment and we are committed to making sure that each staff member has the technology and programs they need to be successful. If you have a cognitive or physical disability that requires accommodation or specific support, we will provide what is reasonable within the organization's capacity.

## **To Apply**

Interested candidates should send a cover letter and resume by 5 p.m. CST on January 26<sup>th</sup>, 2024, to [hiring@propelnonprofits.org](mailto:hiring@propelnonprofits.org). Please use the subject line "Evaluation and Learning Manager."

## **ABOUT PROPEL NONPROFITS**

Propel Nonprofits is an intermediary organization and federally certified community development financial institution (CDFI). We provide capacity-building services and access to capital to support nonprofits in achieving their missions, including the ability to link strategy, governance, and finance to support nonprofits through their organizational lifecycle.

Propel Nonprofits was formed by the January 2017 merger of the Non-profits Assistance Fund and MAP for Nonprofits. The two organizations came together to create a larger entity that offers a holistic approach to services that meets a larger set of nonprofit needs, including the ability to closely link strategy, governance, and finance. The merged organization has a growing 35-person staff working collaboratively to support nonprofit clients, develop and deliver excellent programs, and grow a healthy organization.

*Propel Nonprofits is an equal opportunity employer.*