



## Evaluation & Strategic Learning Manager

Illuminate Colorado is a statewide 501(c)(3) organization working to strengthen families, organizations and communities to prevent child maltreatment. With a research-based approach that emphasizes building promotive and protective factors, we address systemic and multi-sector issues by collaborating with families and partners at the community, state and national level to develop and implement powerful programs, policies and initiatives that build brighter childhoods in Colorado.

Our organization is working to build an inclusive and diverse team of passionate experts who value each other's differing lived experiences and backgrounds. All of our work is grounded in the foundations of equity and inclusion, family and community driven, holistic, and multigenerational approaches – and guided by our core values of empathy, innovation, growth, and integrity. Learn more at <https://www.illuminatecolorado.org/about/>.

**Role:** Under the guidance of the Director of Evaluation & Strategic Learning, the Evaluation & Strategic Learning Manager will work closely with internal staff and external partners to co-develop, implement, and manage the data collection, evaluation, and strategic learning approaches for Illuminate Colorado's education, coalition, and policy efforts.

### Specific Duties Include:

#### Evaluation Design, Implementation, and Management

- Co-develop, implement, and monitor the evaluation plans and Key Performance Indicators (KPIs) for Illuminate Colorado's professional and community trainings, multisector coalitions and networks, and state and federal policy efforts.
- Develop and refine data collection tools, including but not limited to surveys, interview and focus group guides, and rapid feedback approaches.
- Monitor and support data collection and entry activities by program staff and external partners to ensure valid and reliable data.

#### Data Analysis, Reporting, and Mobilization

- Pull, clean, and analyze quantitative and qualitative data.
- Develop key findings and recommendations in collaboration with internal staff and/or external partners.
- Facilitate translation and mobilization of evaluation and KPI

findings into actionable process and impact improvements.

- Develop evaluation reports and conduct presentations for both internal staff, external partners, and funders.

#### Grant Management

- Collaborate with Illuminate staff in meeting reporting deadlines and requirements for federal, state, and foundation grants.
- Develop and implement data collection metrics, tools, and templates to meaningfully meet grant reporting requirements.
- Contribute to the evaluation components of grant applications, as needed.

#### Data Systems Build, Implementation, and Support

- Co-build, implement, and maintain Illuminate's data systems and software (including but not limited to Apricot 360, Alchemer, Mentimeter, and Tableau) to support the monitoring and evaluation of Illuminate's education, coalition, and policy efforts.
- Provide tailored data system training and technical assistance to Illuminate staff as well as external users for Illuminate's education, coalition/network, and policy work.
- Monitor internal and external data system utilization, ensuring manualized procedures are followed and data entry is accurate and timely.

#### Technical Assistance and Capacity Building

- Serve as the internal lead and "go to" person for data collection, reporting, and software needs for Illuminate's education, coalition, and policy efforts.
- Build capacity of staff and external partners to implement data collection tools and leverage findings for continuous learning.
- Participate in internal and external spaces, as needed, to provide data collection and evaluation perspectives and to integrate continuous quality improvement approaches.
- In collaboration with the Evaluation & Strategic Learning Team and Illuminate staff, foster a culture of learning and shared valuing of data as a mechanism for growth and improvement.

### **Experience, Skills, and Qualifications:**

- Three to five years of data, evaluation, and/or research experience and/or academic degree where data, research, and/or evaluation skills are acquired.

- Experience in developing and implementing quantitative and qualitative data collection approaches, including but not limited to surveys and interview and focus group protocols.
- Experience in analyzing, translating, and mobilizing different forms of data to inform process and impact improvement.
- Excellent oral and written communication skills, demonstrating a high capacity to meaningfully synthesize and tailor data and information for diverse audiences through presentations, reports, data visualizations, etc.
- Strong interest in developing and implementing evaluation approaches for education, coalition, and/or policy efforts.
- Commitment to advancing social and racial equity through data and evaluation practices.
- Demonstrated ability to establish and maintain highly collaborative working relationships with individuals of diverse professional backgrounds, technical expertise, and lived experience.
- Curiosity around finding effective and innovative strategies for challenging data collection and evaluation (e.g., hard-to-reach populations).
- Comfort with ambiguity, shifting environments, and “messy” datasets.
- Ability to balance multiple projects with shared deadlines while being responsive to emergent needs.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and G Suite.
- Desirable:
  - Experience in coalition and network evaluation.
  - Experience in state and federal policy evaluation.
  - Experience with data visualization software (Tableau, Power BI, SQL)
  - Experience with survey management platforms (Alchemer, Qualtrics, SurveyMonkey).
  - Experience building and/or managing a relational database. Knowledge of Apricot 360, Efforts to Outcomes (ETO), and/or Apricot Core is a plus.
  - Experience with family strengthening programming or systems.
  - Experience working with vulnerable populations, particularly in a research or evaluation capacity.
  - Fluency in Spanish.

## **Compensation:**

Full-time, salaried, exempt position eligible for benefits. Starting salary is negotiable and commensurate with skills and experience in the range of \$50,000 - \$60,000.

Illuminate Colorado offers health and dental benefits as well as participation in a 401K, EAP, and Life Insurance benefits. In addition, Illuminate Colorado has an unlimited paid time off policy and offers both flexible scheduling and remote work. Residency in Colorado, or anticipated relocation to Colorado in the near future (at your own expense), is a condition of employment with Illuminate.

**To Apply:**

Please submit a cover letter, resume, and three references via email with “Evaluation & Strategic Learning Manager” in the subject line to [hire@illuminatecolorado.org](mailto:hire@illuminatecolorado.org).

**Application Deadline:**

July 10, 2023 at 5 pm

*We are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway.*