

JOB ANNOUNCEMENT

Director of Research, Evaluation, Impact & Learning

Organization Description:

The Contingent is a 501 (c) (3) venture non-profit focused on sparking and holding initiatives to empower leaders and mobilize community for the common good. Since our inception we have leveraged the perspectives, skills and needs of people of color and low-income Oregonians to challenge the status quo and positively transform our communities: from the four corners of the block to the four corners of Oregon. We ask hard questions. We take risks. And we link arms with our neighbors, including business partners, faith communities, and government agencies.

From mentoring, to mobilizing volunteers, to restructuring systems that are designed to work for some at the expense of others, we prioritize empowering and mobilizing leaders to transform their communities. For more information about the initiatives of The Contingent, please visit www.thecontingent.org.

**If interested candidates would like to learn more about The Contingent's work with faith communities and how this external work is reflected in our internal rhythms, we would value the opportunity to share more! Please contact The Contingent's ED of Organizational Development, Kelly Bartz k.bartz@thecontingent.org for additional information.*

Position Summary:

The Director of Research, Evaluation, Impact & Learning (Director of REIL) will establish a culture of learning and continuous improvement vis-a-vi a data, research, and evaluation strategy. As The Contingent seeks to demonstrate excellence in mobilizing community and empowering leaders across Oregon, this director will champion impact evaluation and inform opportunities for continued improvement across the organization. As such, the Director of REIL will lead The Contingent in:

- Harnessing evaluation and publishing evidence
- Identifying logic models and longitudinal data needed to determine causality
- Developing and implementing the scaffolding to amplify field staff work (and equip field staff to document their work more effectively)
- Championing evidence based continuous improvement and information sharing

With data as their foundation, the Director of REIL will be passionate about telling the story of The Contingent's initiatives in a persuasive and compelling fashion, pinpointing areas for growth, synthesizing outputs and outcomes, and identifying opportunities for partnership.

The Director of REIL will join the management team at The Contingent and will supervise the Assistant Director of Data & Reporting. The Director of REIL will work in close partnership with The Contingent's grant writer, User Experience Strategist, Director of Marketing, Director of Technology and the executive team.

The Contingent is looking for a Director of REIL who is passionate about leveraging data to create systems change. The ideal candidate will have extensive experience in program design; logic model and theory of change development; evaluation planning and capacity-building; qualitative and quantitative data collection, analysis, reporting and visualization; and dashboard development. The Director of REIL will be a strategic, creative, collaborative, and highly-communicative leader.

Duties & Responsibilities:

Impact evaluation and organization wide learning agenda

- Develop the system, capabilities and partnerships needed to measure progress toward initiative specific and organization wide goals; including Power BI
- Determine measurable outputs and outcomes, mapping evaluation activities along program deadlines (including grant report deadlines)
- Identify drivers and learning needs to inform The Contingent's strategy and investment decisions
- Maintain a robust portfolio of learning, anchored in an organization wide learning agenda, that includes external research, internal evaluation and cycles of inquiry
- Regularly publish evaluation reports for external partners
- Partner with CEO to share learnings with national nonprofit and philanthropy leaders as The Contingent investigates the sharability of its work.

Internal data, analytics & insights

- Develop the system and capabilities to more deeply understand the needs, values and experiences of The Contingent's stakeholders
- Develop and share actionable data analysis
- Compellingly communicate practical implications that derive from these insights, rooted in a deep understanding of The Contingent's intended impact across initiatives
- Supervise Assistant Director of Data & Reporting as partner on the impact and reporting team

Staff learning and communities of practice

- Build staff data capacity through facilitating training on collecting clean data, identifying key performance indicators and utilizing Power BI for compelling reporting and fundraising
- Design and facilitate highly-effective and scalable staff learning experiences that spread insights and practices - from within and outside The Contingent (including, but not limited to, convenings with partner businesses, nonprofits, and agencies)
- Partner with The Contingent's Executive Team to identify needs for staff knowledge and skill-building

Learning and innovation culture

- Design learning cadence by which colleagues learn together and standardize activities for learning
- Identify the opportunities and barriers (e.g., technology, incentives, governance, staff communication and learning vehicles) to allow for deeper and more rapid learning and innovation across the organization
- Design, inform and influence shifts based on the above analysis

Knowledge, Skills, and Abilities:

- Experience in successfully working with a diverse group of constituents utilizing multi-cultural intelligence, intentional listening, and appreciation and respect
- Results-oriented and proven data analysis and communication skills with an ability to provide continuous improvement across the organization's research, evaluation, and reporting infrastructure
- Demonstrated ability in providing strategic oversight for data collection, analysis, visualization and reporting

- A willingness to be “hands-on” and work in a lean, fast-paced organization with limited administrative support
- Effective communicator with strong writing and data visualization skills
- Possess cultural and emotional intelligence and an ability to work with a diverse group of leaders
- Effective project manager with a focus on being self-directed and goal-oriented, proactively collaborating externally and internally
- Proven track record in leading staff teams including coaching and motivating teams to be successful and achieve their role expectations and goals
- Demonstrated leadership in program design, logic model and theory of change development
- Highly-skilled in evaluation planning and capacity-building; qualitative and quantitative data collection, analysis, reporting and visualization; and dashboard development
- Proficient in Microsoft Office 365 Suite (including Dynamics, Excel and Power BI); and SPSS, STATA or R (or another statistics program)

Personal Qualifications:

- Commitment to the mission of The Contingent, including Every Child, Know Me Now, Emerging Leaders, and Survival Is Not Enough (SINE)
- Relates well and works effectively with diverse groups of people who represent the range of ethnic, cultural and socio-economic backgrounds throughout Oregon
- Ability to articulate a position on the importance of the faith community engaging vulnerable children, youth and families
- Deep commitment to serving vulnerable kids and families and those in government who work with them
- Deep commitment to increasing the diversity of leadership around the state of Oregon
- Demonstrates a passion for operational, administrative, and project management excellence
- Bachelor’s degree required; Master’s preferred
- Minimum of five years of a proven track record in 1) program design; logic model and theory of change development 2) evaluation planning and capacity-building 3) qualitative and quantitative data collection, analysis, reporting and visualization and 4) dashboard development
- Minimum of five years’ experience in managing teams and working with partners with varying levels of technical and data acumen
- Flexible and receptive to constructive feedback
- Self-motivated and systems-oriented
- Entrepreneurial and resilient
- Naturally positive attitude, with a love for helping people
- Legally eligible to work in the United States

Employment Terms, Accountability, and Compensation:

- Full-time position
- Competitive salary, commensurate with prior experience
- Work with local and state-wide team of other passionate professionals committed to improving outcomes for children, youth and families
- Comprehensive benefits including premium medical, vision, and dental insurance (covered fully for employee), generous paid holiday, vacation, sick, personal and parental leave; flexible work environment

Anticipated Start Date:

November 15, 2021

Application Procedure:

Those interested in this position should submit a letter of interest and a resume that includes name, positions, email addresses and phone numbers of three references that may be contacted. Screening of applicant materials will begin immediately, and applications will be accepted until the position is filled.

Application materials should be emailed to hire@thecontingent.org.