



<b>Learning and Evaluation Officer</b>	
Department: Learning and Evaluation	Date: June 2019
Reports To: Senior Director of Learning and Evaluation	Status: Full-time, Exempt

### Position Overview

The Learning and Evaluation Officer works closely with foundation staff to support strategy design and refinement, and to implement comprehensive learning and evaluation strategies that help strengthen the Foundation's impact and improve health equity in Colorado. This position provides support to Foundation staff throughout the development and implementation of strategic work, designs and oversees broad portfolios of evaluation projects, and facilitates learning to inform and improve organizational performance in support of the Foundation's goals. The Learning and Evaluation Officer applies principles of equity and equitable evaluation across all of their work, as well as integrate concepts around strategy formation, strategic thinking, systems thinking, complexity, and adaptive/emergent strategy.

### Essential Duties

#### Representing the Foundation

- Represent the Foundation's mission, vision, values and priorities internally and externally
- Convey professionalism and authenticity when representing the Foundation
- Embody the Foundation's core values

#### Strategic Support

- Partner closely with teams to provide regular and ongoing support around strategy, including collaborating with the team lead to design and support the arc of strategy discussions across time, facilitation of discussions related to strategy, and the identification and crafting of learning opportunities to inform decisions about refinement
- Work with teams to articulate key strategic decision points, and craft learning plans that support the development of a suite of evidence that will inform those decisions
- Drive the integration of evaluative thinking, evaluative activities, and learning during strategic planning and implementation
- Discern ways to integrate evidence, reflective conversations and analysis into strategic work in a way that supports the team's thinking
- Provide technical assistance and consulting on evaluation for internal staff

#### Assess Progress and Impact

- Design and implement a coherent set of evaluations that assess the progress and impact of the Foundation's work
- Manage the recruitment of evaluation partners and work closely with these partners to execute a broad portfolio of evaluation projects
- Develop and present analyses and summaries that address complex questions in understandable, useful ways

#### Create Learning

- Design and implement comprehensive learning and measurement plans that articulate how teams will learn about their strategy across time
- Work with strategy teams to collectively create and drive structures and practices that support reflection and application of learning to strategic decisions
- Produce syntheses of complex information to inform organizational decisions

- Engage in structured processes of reflection with other learning and evaluation team members about the team's own practice, and apply these learnings to the work

#### Knowledge Management

- Create and manage approaches to documentation related to evaluation and learning for specific bodies of work, including tracking strategic thinking and its shifts over time in relation to cycles of learning
- Maintain appropriate records related to evaluation projects such as cost and timing of deliverables

#### Financial

- Process invoices in a timely fashion
- Ensure contracts are processed according to organizational guidelines

#### Other Functions

- Participate in organizational teams
- Special projects and duties as assigned

#### Basic Qualifications

Minimum education, licenses, certifications, and experience required to fulfill the essential duties, include computer skills as required.

- Bachelor's Degree
- Minimum 5 years leading the design and oversight of a portfolio of evaluation projects
- Exceptionally strong skills in strategic thinking and the ability to apply evaluation to strategy questions
- Demonstrated skills around facilitation of learning discussions, sense-making sessions, etc.
- Advanced proficiency in Microsoft Office suite

#### Preferred Qualifications

- Master's degree
- Experience crafting evaluation approaches for strategy rather than programs
- Experience engaging in facilitation related to strategy design and refinement
- Expertise crafting learning conversations and integrating those into organizational decisions
- Expertise applying evaluation and learning approaches that reflect principles of complex adaptive systems, systems thinking, and adaptive/emergent strategy

#### Physical Working Conditions & Effort Required

Identify the working conditions and physical demands which relate to the essential functions of the position.

- Normal office environment
- Travel: Occasional local and national travel for meetings and conferences
- Stand or sit in stationary position for extended periods of time