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| Job Title: | Director of Evaluation and Grant Making |  | January 1, 2025 |
| Reports To: | President |  |  |
| Job Description:Evaluation  1. Evaluate system change programs and policies. This will encompass organizational, multi-organizational, and population level efforts. 2. Develop frameworks and road maps for current and planned system and culture change efforts. 3. Plan and execute communication strategies for those road maps for internal use and understanding, and communication with partners. 4. Provide background research within grant making focus areas and utilize evidence to inform grant making strategy. This will include facilitating direct input from youth and other members of the community. 5. Use system and culture change frameworks and road maps to evaluate existing, planned, and potential efforts. 6. Assess likelihood of success for potential system and culture change efforts, as well strengths and weakness. 7. Support the guidance of system and culture change efforts through evaluation and facilitation. 8. Design and implement use focused evaluations to inform decision making. 9. Develop strong a system, culture, program, and project evaluation capacity within the Foundation and with appropriate partners. 10. Plan and execute communication strategies for evaluation process and data for internal use and understanding, and communication with partners.  Grant making  1. With President evaluate overall grant making strategy and present to Board. 2. With President evaluate grant opportunities and present recommendations to Board. 3. Support grantees and potential grantees as needed. 4. Support the maintenance of grant management systems and software, in partnership with Administrative Manager and President.  Other  1. Attend Board and Investment meetings as needed. 2. Participate in philanthropic partnerships and roundtables as appropriate. 3. Work with Administrative Manager on internal systems and administration as needed. 4. Recruit and oversee interns. 5. Perform other duties as assigned.  Qualifications, Experience and Educational Background Experience in philanthropy or non-profit sector helpful.  Experience with multi-sector collaboration preferred.  Experience of 5 – 10 years in related profession preferred.  Advanced Degree in related field a positive. Other Skills Proficiency in English and Spanish preferred.  Proficiency in Word, Excel, Blackbaud, and other software packages preferred. Salary Package Annual Salary for 40 hrs per week - $150,000 - $185,000  6% Match on 401K  3 weeks paid vacation per year  Medical & Dental Insurance  12 days sick leave per year | | | | |