Senior Associate, Research & Evaluation

Deadline: Until filled
Location: Baltimore, MD
Group: Knowledge Support
Division: Research and Evaluation

Position Summary

The Foundation’s Knowledge Support (KS) team plans and carries out a wide range of activities related to research, evaluation, performance management, the development and use of data systems, organizational learning, and the management of the Foundation’s information resources. The Senior Associate will be the lead KS staff person working with one or more of the Foundation’s program teams in the Center for Systems Innovations. The Senior Associate will also collaborate with other KS Team members in advising and consulting on areas of his/her methodological expertise as well as lead the monitoring and collection of performance measures for the primary program team.

Reporting to the Director of the Research and Evaluation team, the Senior Associate will lead efforts to evaluate the Foundation’s policy reform-related activities (for example, child welfare policies, juvenile justice policies and policy reform advocacy, communications, and partnerships with national organizations and other philanthropies). The Senior Associate is responsible for building research and evaluation capacity and acumen of Foundation staff and grantees, and overseeing the design and management of independent, third-party evaluations. Finally, the Senior Associate will work in collaboration with Associates on other Units at Casey including, Civic Sites and Community Change, Center for Community and Economic Opportunity, Talent and Leadership Development Unit, External Affairs, and Finance and Administration.

Responsibilities

- Assist the Director and collaborate with other senior staff in the conceptualization and development of the Foundation’s approach to evaluating social policy reform and related work.
- Work closely with colleagues throughout the Foundation to help them identify and monitor performance measures of social policy reform-related activities.
- Assist in identifying and developing a priority research and learning agenda as well as determine which programs should be evaluated, by what methods, and over what time period.
Design, launch and manage third-party evaluations of complex, multi-site, multi-year Foundation initiatives, including process, cost and outcome studies.

Select and oversee outside evaluators and other evaluation consultants.

Provide evaluation-related technical assistance to management and staff throughout the Foundation.

Identify key lessons from evaluation activities and communicate these lessons to colleagues.

Develop and manage a portfolio of grantees to support this work.

Develop an annual budget and supporting documentation.

Build a network of colleagues doing similar work in other foundations and related fields; bring back promising practices from their work, and contribute lessons from Casey’s experience to them.

Represent the Foundation in meetings and conferences.

Work closely with other KS staff to maximize the overall contribution of the team to the Foundation’s work.

Perform administrative duties in support of the above work.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications

The Foundation seeks candidates who have a minimum of ten years of increasingly responsible experience in research and evaluation, with particular interest in foundation, public sector, or non-profit settings, and demonstrated interest and expertise in the evaluation of social policy reform and related activities. An advanced degree in a field relevant to the Foundation’s work is expected.

In addition, the candidate must combine:

- Ph.D. preferred or equivalent experience in any of the following areas: Social Work, Public Policy, Social Psychology, Economics, Organizational Behavior or related fields.
- Experience working with public data systems such as State, County or local child-welfare or juvenile justice systems.
- Direct evaluation experience working with public systems.

Essential Skills and Abilities

- Exceptional oral and written communication skills.
- Strong quantitative and/or qualitative skills in evaluation.
Sound and seasoned judgment, including a demonstrated capacity to both support and lead effectively when working with Foundation leaders, senior researchers, policy makers, consumers and advocates.

Organizational, analytical and planning skills that can sustain the multi-faceted work of complicated initiatives, as well as the specific activities of individual grantees and sites.

Computer skills that encompass databases designed for routine grants management, reporting and correspondence (e.g., Word, Excel), as well as for statistical analysis.

Familiarity with relevant national databases, on-going studies and technical trends.

Willingness and aptitude to work effectively in an environment of collective decision-making and cross-disciplinary cooperation as well as leadership to serve as principal investigator.

Independence and initiative to anticipate and act upon the needs of grantees and the goals of the Foundation.

Sensitivity to and respect for differences in personal, professional and business relationships on behalf of the Foundation. Commitment to utilize Foundation resources in an equitable manner with regard to race, ethnicity and gender.

Commitment to a service concept of philanthropy and to the public trust that philanthropy engenders.

Tools and Equipment Used

- Microsoft Office Suite, handheld devices, copy machine, fax machine.

Work Environment

- The work is performed primarily in an office setting with 20% travel required.

Compensation

- This is an exempt position, meaning pay is on a salaried rather than hourly or daily basis. Starting salary is commensurate with experience and earnings history. A strong benefits package will be provided as well.

To apply or for further information contact:

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