PND PHILANTHROPY NEWS DIGEST

A service of the FOUNDATION CENTER

Evaluation and Learning Specialist

David and Lucile Packard Foundation | Los Altos, California

POSTED FEBRUARY 10, 2016

Background

The David and Lucile Packard Foundation (Foundation) is a family foundation that is guided by the enduring business philosophy and personal values of Lucile and David Packard, who helped found one of the world's leading technology companies. Their approach to business and community participation has guided our philanthropy for more than 50 years. Today, their children and grandchildren continue to help guide the work of the Foundation. The Foundation makes grants at the local, state, national, and international level and is located in Los Altos, CA.

The Foundation works on the issues their founders cared about most, which are improving the lives of children; enabling the creative pursuit of science; advancing reproductive health; conserving and restoring the earth's natural systems; and supporting and strengthening an array of local nonprofit organizations

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A staff of 120 conducts the day-to-day operations of the Foundation and a Board of Trustees oversees the work of the Foundation. For 2016, the Foundation expects to make grantmaking awards of over $300 million. David and Lucile Packard passed onto the Foundation the following core set of values: integrity, respect for all people, belief in individual leadership, commitment to effectiveness, and the capacity to think big.

The Evaluation and Learning team provides leadership, guidance, and tools for monitoring, evaluation, and learning across the Foundation's grantmaking programs, ensuring that all programs are able to learn about how they are doing and use these insights to optimize program impact.

Job Summary

This is a unique and highly collaborative role that focuses on optimizing the Foundation's data and systems for learning and improvement. Key areas of responsibility include: monitoring and evaluation data and system management, as well as data analysis and visualization in order to enable greater program impact. This position reports to the Evaluation and Learning Director.

Responsibilities

Management of Monitoring and Evaluation Data and Systems:

- Monitor and ensure integrity of data and systems for monitoring and evaluation, including coordination of systems enhancements
- Identify opportunities to optimize the Foundation's collection, use, and management of data
- Develop and conduct trainings for program staff on use of systems and effective data collection, use, and visualization. Distill complex systems and process into user-friendly guidance for staff
- Collaborate with IT, grants management system team, and program staff on broader system enhancements

Monitoring and Evaluation Data Analysis and Visualization:

Manage, analyze, and effectively visualize large and complex data sets

Coordinate and respond to internal and external requests for data and data analysis

<u>Monitoring and Evaluation Research and Reporting:</u>

Conduct long and short-term research, analysis, and information gathering assignments in support of evaluation and learning efforts

Manage Foundation-wide assessment and progress reporting efforts

<u>Operations and Administration:</u>

Coordinate and support Evaluation and Learning departmental operational needs

Qualifications

Knowledge, Skills, and Abilities

Demonstrated experience managing, querying, and extracting insight from large datasets and databases

Demonstrated experience and comfort with technical aspects of database applications and document sharing applications

Demonstrated data visualization skills

Knowledge of and passionate about monitoring and evaluation systems. Familiarity with technology trends in data collection, knowledge management, and grants management

Strong ability to self-start, set priorities, anticipate information needed, and follow through

Excellent organizational, project and time management skills, and ability to meet deadlines

Proven judgment and flexibility. Able to manage multiple tasks and projects well

Demonstrated analytical, research, and process improvement skills

Strong attention to detail

Customer service orientation and skills

Demonstrated experience in working collaboratively and

- building positive work relationships and contributing constructively to teams and projects in a solution oriented manner
- Enjoys learning and training others; training experience a plus
- Excellent written, verbal, and presentation skills
- Excellent Excel, Word, PowerPoint, and Outlook skills; administratively self sufficient
- Knowledge of business intelligence or other data analysis and visualization software, such as Tableau, Qlik, or other data analytics software a plus
- Patience and humility. Ability to work with grace under pressure
- Ability to travel as needed periodically

Physical Requirements

Candidate must have the ability to communicate via voice telephone, read and understand written communication, and generate written communication manually and using a computer. Candidate must also be able to work at a desk for long periods of time (2-3 hours), lift and move documents and supplies (not to exceed 25 lbs.), and bend to file or retrieve documents.

Education and Experience

Bachelor's degree in a related field or equivalent education and experience with a minimum of 6 years of related work experience. This position is full-time, exempt and located in downtown Los Altos, CA.

Compensation

The Foundation offers an excellent benefits package and a salary that is commensurate with relevant education and work experience.

How to Apply

Please email your one-page cover letter explaining your interest in the position and a resume referring to job number 16-04-3050R in

the subject line to **jobs@packard.org**.

No phone inquiries, please.

The David and Lucile Packard Foundation is an equal opportunity employer and welcomes a diverse candidate pool.

The Foundation uses an outside firm to check the accuracy of information supplied by applicants.

Principal applicants only.

More information about the Foundation can be found at www.packard.org.

David and Lucile Packard Foundation
(**http://www.packard.org**)

SUBJECTS: **PHILANTHROPY / VOLUNTARISM**
JOB TYPE: **DEVELOPMENT/FUNDRAISING**
LOCATION: **CALIFORNIA**