

Raikes Foundation

Research and Evaluation Program Officer Job Announcement

About the Raikes Foundation and the Position

The Raikes Foundation is a private, family foundation based in Seattle. Our mission is to provide opportunities and support during adolescence to help young people become healthy, contributing adults. We have two primary grantmaking strategies at this time: a national strategy to increase early adolescents' achievement potential by developing their non-cognitive skills psycho-social attitudes and a Washington-state strategy to strengthen the quality of out-of-school time programs serving adolescents.

We are seeking a research and evaluation expert to join our team as a Program Officer. The Program Officer will lead the Foundation's efforts to explore and interpret research evidence underlying the Foundation's two strategy areas, including development and management of a research grant portfolio. The Program Officer will also lead overall measurement and evaluation planning for the Foundation's strategies and provide support to other program staff with knowledge management and setting appropriate evidence standards to guide grant decisions. The Program Officer will play a key support role in designing and executing measurement efforts to assess impact and may support the Foundation's grantees in development of research and measurement plans to answer critical questions.

Specific Duties

While this position will provide leadership and support in both strategy areas, the emphasis will be on the national early adolescent strategy for the near future. Specific responsibilities related to research and evaluation include:

- Facilitate summaries and application of existing scientific findings to the Foundation's strategies. Translate and clarify the evidence base to the staff team.
- Use existing scientific literature and engage with outside partners to clarify and address key strategic assumptions across a range of disciplines.
- Lead development and management of a research agenda and cultivate research grant opportunities to address key questions of interest to the Foundation. Serve as primary staff person responsible for prioritizing research gaps, identifying research partners, and managing the development of grant opportunities to resolve research questions.
- Identify and convene groups of researchers whose work is relevant to the Foundation to explore and build the evidence in the field.
- Support the Foundation to develop its reputation as a knowledge expert and be viewed as a strong partner to other foundations and stakeholders in advancing areas of mutual interest. Assist in communications activities that involve dissemination of the Foundation's learnings such as white papers and case studies.

- Lead knowledge management efforts by helping team members follow and use emerging research and evaluation results in their work as well as support staff to capture, analyze and incorporate their own learnings to inform the Foundation's work. Ensure continuous attention to the Foundation's learning questions.
- Provide significant guidance on development of appropriate evidence standards that can be used to conduct due diligence and review new grant opportunities. Review adequacy of evidence from prior grant decisions and advise on course corrections if applicable.
- Lead and provide significant support to team members in the design and execution of consistent evaluation efforts at the grant, initiative and portfolio levels to track progress against goals. Interface with external, third-party evaluators as appropriate.
- Working with other team members, help support grantees in development of research and measurement plans to answer critical questions. Work with other team members to create reasonable reporting standards for grantees.
- Support grantee capacity-building in measurement and evaluation, as appropriate, and bring technical assistance when needed. Assist in the analysis and interpretation of data on evaluation results.

Required and Desired Qualifications:

- Scientific background/PhD in adolescent development or related area required, such as psychology, public health, education, medicine, or sociology.
- Proven ability to analyze and interpret quantitative and qualitative data analyses. Proficiency in data analysis software packages (SPSS, Stata, SAS or other software packages) demonstrated through prior publication of research findings.
- Expertise in translating research findings into implications for program design and/or policy, demonstrated through numerous projects and/or years of experience translating research findings for lay audiences.
- Advanced evaluation design capability.
- 5+ years experience and proven excellence in working with community- or school-based providers in developing and/or evaluating interventions.
- Enthusiasm and aptitude at working hands-on with grantees.
- Experience working effectively as a part of a small, dynamic staff team.
- Experience managing third-party contractors or consultants and work product.
- Exceptional communication, analytic and strategy development skills are essential, as is the ability to think creatively and boldly while remaining focused on the detail-oriented work required by the position.
- Excellent judgment is assumed. A sense of humor is a plus.
- Strong computing skills and knowledge of Microsoft Office suite are essential.
- Ability to travel nationally, approximately 10-15% time.

The Research and Evaluation Program Officer position will be based in Seattle.

Compensation

The Raikes Foundation provides a competitive salary and benefits plan, including employer-paid retirement and medical, vision, dental and life insurance.

To Apply

Please submit a cover letter and resume combined as a single PDF file to:
jobs@raikesfoundation.org

The application **deadline is 5:00 PM on Friday, February 24**. All submissions will be acknowledged within 3 days.

The Raikes Foundation is an equal opportunity employer and encourages applicants from diverse backgrounds.