



## Position Description

**Position Title:** Research and Evaluation Director

**Status:** Exempt

**Position Reports To:** Executive Director

**Schedule:** Full time with some flexibility in scheduling. Currently, our office is working in a hybrid environment with two in-office days and three remote workdays. May be required to work additional and/or evening hours during busy time periods or for special events.

**Salary Range:** \$65,000 - \$80,000

**Additional Employee Benefits:** Full-time employees are offered the following benefits:

- Health
- Dental
- Life insurance
- Retirement plan program
- Unlimited paid time off
- Paid federal holidays, compassionate leave and voting leave

The Research and Evaluation Director is responsible for leading internal evaluation projects and using evaluation as a tool for social justice as well as gender and racial equity while building evaluation capacity for the organization. This position is charged with rigorous evaluation design and implementation, ensuring the values of the Women's Fund are infused throughout evaluation and community engagement process. Utilizing quantitative and qualitative data analytics to support and drive content creation, this position partners with served communities, the Women's Fund staff, and external contractors to evaluate our efforts to identify issues, fund solutions and lead change to improve the lives of women and girls in the community.

## **General Summary of Responsibilities:**

- Design and implement ongoing evaluation projects in collaboration with external and internal partners.
- Develop and maintain protocols to measure and ensure quality and value alignment with a focus on a trauma-informed approach that uplifts lived experience.
- Steward relationships with external evaluators and community stakeholders.
- Research and evaluate data related to emerging topics that impact women and girls.
- Research, evaluate, and write issue papers or briefs to inform public policy work.
- Write, produce and deliver comprehensive reports that document programming / initiative effectiveness that is consumable for the public and our partners and can translate into action.
- Monitor and leverage learning across the organization that focuses on continuous improvement.
- Coordinate with public policy team on data needs and research that supports public testimony.

## **I. Qualifications:**

Bachelor's degree and at least 5 years of relevant experience in evaluation, public administration, research or other related fields, or relevant work experience. Master's degree preferred.

## **II. Knowledge, Skills, Abilities:**

- Commitment to, and the ability to, communicate the mission, vision and values of the Women's Fund, including a commitment to gender and racial equity.
- Ability to take initiative, be solution-focused and drive priorities while working in a fluid and fast-paced environment.
- Demonstrated ability to communicate clearly, consistently and appropriately with internal and external partners (including meeting/group facilitation).
- Knowledge and experience with qualitative data collection and analysis.
- Knowledge and experience with statistical analysis software (i.e., SPSS, SAS and/or equivalent analytical software).
- Demonstrated ability to build community and foster collaborative efforts among cross-sector stakeholders and organizations.

## **How to Apply**

Interested candidates should send a cover letter and resume to Gail Jones, [GJones@OmahaWomensFund.org](mailto:GJones@OmahaWomensFund.org), by June 24, 2022.

## **About the Women's Fund**

The Women's Fund is a nonprofit organization dedicated to improving the lives of area women and girls. As a trusted expert in the community, the organization identifies critical issues, funds innovative solutions and influences dynamic change. Since its beginning in 1990, the Women's Fund has supported local agencies with more than \$50 million in grants for programs that address the most pressing issues as identified by its research and has established its own programs to meet unaddressed needs. It is the only foundation that provides grants exclusively to programs for women and girls and is the leading organization researching issues concerning women and girls in order to raise awareness and drive change. For more information, visit [OmahaWomensFund.org](http://OmahaWomensFund.org).

## **Nondiscrimination Policy**

The Women's Fund does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, gender identity, age, national origin (ancestry), disability, marital status, sexual orientation, citizenship status, veteran status, political affiliation or economic status, in any of its programs, activities and employment. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors and partners.

The Women's Fund is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

*Last Revised: June 2022*

*Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, or skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.*