

THE HARVEST FOUNDATION

Job Description for Director of Evaluation and Policy

Vision: The Harvest Foundation envisions a community where everyone shares in the promise of a healthy, prosperous, and vibrant MHC.

Mission: In partnership with the diverse people and organizations of MHC, The Harvest Foundation serves as a catalyst, advocate, and investor to create a welcoming environment where all can thrive.

North Star: To make MHC a place where all envision a positive future for themselves and the community

Reports To: Senior Communications and Operating Officer

Job Purpose: The Director of Evaluation and Policy will help strengthen the Foundation's impact by leading the organization's evaluation and policy activities across all programs and administrative departments. The Director will play a central role in the creation and implementation of a measurement system that promotes accurate, efficient, and reliable data collection, and allows for timely outcome reporting to organizational leadership, the board, and other stakeholders. This position relies on strong analytical, strategic, collaboration, and leadership skills as well as an understanding of how to build a learning organization that embraces continuous improvement. The Director supports organizational learning and plays a leadership role in knowledge generation and translation of outcomes in the story of our work. The Director is responsible for leading advocacy and policy initiatives by creating and driving a strategic policy agenda that focuses on key issues for Harvest.

Qualifications:

- Bachelor's degree, or equivalent work experience, in program evaluation, data analytics, sociology, public health or other related field, with at least three years of applicable work experience.
- High-energy, self-motivated individual with strategic thinking skills and a deep interest in community engagement and improvement.
- Significant training and practical experience in data analysis, measurement, evaluation and/or applied research.
- Proficiency with statistical software for analysis purposes, such as SAS, SPSS, or Python, preferred.
- Experience in advanced quantitative and qualitative approaches, modeling, and analyses.
- Strong data visualization skills and experience preparing and incorporating visualizations in reports and presentations.
- Experience working in relational databases or grants management software is a plus.

- Experience or interest in systems change, advocacy and policy work.
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Job Duties and Responsibilities

Evaluation and Learning:

- Under the direction of the Senior Communications and Operations Officer and in partnership with senior leadership, play a central role in the development, implementation, and monitoring of the measurement of the strategic plan.
- Design data collection and measurement tools to inform Harvest's learning.
- Use data and other grantee reporting to develop progress dashboards, reports, charts, and other learning tools to inform staff, Board, and community stakeholders about strategic plan progress and learning.
- Support monitoring, evaluation, and learning activities of Harvest's outcome-focused grantmaking teams including supporting grantees and Harvest staff in the co-development of reporting requirements.
- Play a central role in data collection/management, processes, and platforms to manage organizational data and learning.
- Work in collaboration with the Communications Team to utilize data for storytelling and sharing impact throughout the region.
- Development of learning, evaluation, and data tools and processes that will enhance the Foundation's commitment to Diversity, Equity, and Inclusion (DEI).
- Manage external evaluators on specific initiatives in coordination with the Program Team leads.
- Support the Senior Communications and Operations Officer for tracking progress towards achieving Harvest's strategic goals.

Policy:

- Oversee the development and implementation of research and policy agendas aligned with the strategic plan.
- Build support for policy engagement inside Harvest: Understand how policy process works and how to shape Harvest's grantmaking to support systems change.
- Participate as a strategic policy thought partner with each priority area.
- Strengthen our grantee partners' capacity for advocacy.

Key Competencies:

- Strong analytical skills.
- Problem-solving and critical thinking.
- Effective verbal and written communication skills.
- Strong organizational skills and high attention to detail.
- Ability to manage multiple projects simultaneously.
- Intellectually curious, creative, innovative, resourceful, and detail-oriented.
- Enjoys and thrives in a team-oriented environment.

- Expertise in learning outcomes assessment, program assessment, survey research methods, and the extraction and manipulation of data from a variety of systems.
- Strong interpersonal communication skills and the ability to work effectively with a wide range of constituencies.

Additional Requirements:

Demonstrated integrity with the ability to represent The Harvest Foundation professionally and strategically.

Compensation:

Compensation will align with experience and is expected to be between the range of \$60,000-90,000. Includes competitive benefits package.