



Job Announcement

Job Title:	Senior Evaluation Officer
Department:	Learning and Evaluation
Reports to:	Chief Learning and Evaluation Officer
Location:	New York City or Washington, D.C
Status:	Full-Time

ABOUT WELLSPRING

Wellspring Philanthropic Fund (WPF) is a private grantmaking foundation dedicated to advancing the realization of human rights and social and economic justice for all people. With offices in Washington, DC and New York, NY, Wellspring's work is rooted in respect for the dignity and worth of every human being and is informed by the following beliefs:

- Social institutions and structures should promote the full realization of human rights and human potential, and should be accountable to these ends
- The rights of all people are advanced when the rights of the most marginalized and vulnerable peoples are protected
- Social justice movements should employ means that are consistent with their ideals, and should give agency to the people whose interests they seek to advance
- As responsible stewards, we must strive to maximize the impact of our charitable investments

For more information on Wellspring Philanthropic Fund, please visit www.wpfund.org

The L&E team at WPF has the following key objectives:

- Program strategies are thoughtfully developed, and adapted based on learning from evaluation and experience.
- Our diverse set of programs operate within a consistent core framework and grantmaking approach, with flexibility that reflects individual program contexts.
- We have capacity and systems to conduct analyses to inform and learn from our grantmaking.
- Staff have space and resources to support learning.
- Staff and grantees have support and tools to strengthen evaluation capacity and use.
- Knowledge management strategies and systems are in place to capture and share learning from our work.

THE OPPORTUNITY

WPF seeks a New York City or Washington, DC-based Senior Evaluation Officer to join its Learning and Evaluation team. This is a lead role in measurement and evaluation for 9 grant making programs involving work in the United States and globally. On December 1, 2021, Programs implemented new 5-year strategic plans with articulated objectives and specific outcomes. The Senior Evaluation Officer will work with the CLEO and Program staff during 2022 to develop Evaluation Plans for the new strategies, and then to coordinate implementation. The work involves a variety of human rights and social justice issue areas, a mix of geographic and cultural contexts, and evaluation questions that will require a range of methodologies. The Senior Evaluation Officer also will contribute to strategic learning agendas, discussions and activities.

KEY RESPONSIBILITIES

- With the CLEO, lead the development and implementation of high quality, credible measurement and data analyses that, together with Program staff experience, will document strategic progress and inform strategic adaptations.
- Provide guidance and support to maximize the usefulness of each Program's targeted evaluation budget allocations.
- Work with Program staff in a cooperative spirit to effectively and efficiently integrate evaluation and evaluative thinking throughout the implementation of strategy.
- Facilitate grantee-level evaluation when useful for and requested by Programs as part of their support for grantees.
- Collaborate with Wellspring's Grants Management, Communications and other teams for joint efforts related to evaluation and learning and to support their work.
- Manage the engagement of external evaluation consultants and researchers.
- Work with the L&E team to develop and implement the full Learning & Evaluation system; this includes external evaluation, internal grants data analysis, strategic learning and other potential components.
- Contribute to strategic learning agendas and activities, connecting evaluation to this work.
- Stay current on state of philanthropy, in context of Wellspring's approach and position.
- Participate in field events and affinity groups.

QUALIFICATIONS

- A minimum of 12 years of relevant experience;
- Advanced degree or equivalent experience is required.
- Commitment to Wellspring's core values, mission, and principles;
- Ability to handle confidential information with complete discretion;

- Demonstrated understanding that evaluation needs to be rigorous and systematic while also being flexible and supportive;
- Demonstrated understanding that evaluation is done “with”, not “to”;
- Strong skills and experience in collecting, analyzing, interpreting and using data and research findings; experience with a range of methodologies including RCTs, developmental evaluation, methods appropriate for advocacy and policy change efforts and work to shift social norms;
- Excellent interpersonal skills. Ability to cultivate trusting working relationships. Ability to manage multiple stakeholders and interests and a range of work styles; able to productively shape dialogues, convene, and manage differences;
- Experience leading and working with teams to provide capacity building related to evaluation;
- Excellent written, verbal, and demonstrated presentation communication skills; can make effective recommendations and engage and communicate with clarity and diplomacy;
- Excellent project management and organizational skills; works with grace under pressure;
- Good judgment with a high degree of attention to detail and accuracy. Ability to meet deadlines and independently follow through;
- Administratively self-sufficient;
- Able to travel on an occasional basis in the U.S. and international;
- Experience with the philanthropic sector;
- Understands and values social justice, including racial and gender equity as an organizational operating principle – and is committed to continued learning on issues related to race, gender, equity, diversity, and inclusion.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. The team member may be required to perform duties outside of their normal responsibilities from time to time, as needed.

COMPENSATION AND BENEFITS

\$165,000-\$180,000 commensurate with experience.

Wellspring offers a very generous benefits package including payment of 100% of the health insurance premiums for employees (and 80% of the premiums for spouses, domestic partners, and qualified family members). Wellspring also offers other

benefits including life insurance, long-term disability protection, a group 401(k) retirement plan (with an employer match), support for continuing education, up to \$5,250 in annual student loan repayment or college savings assistance for qualified dependents, and is committed to providing transgender-inclusive healthcare.

WELLSPRING'S INSTITUTIONAL CULTURE OF RESPECT, EQUITY, INCLUSION AND BELONGING

Wellspring Philanthropic Fund believes we are strengthened by the diversity of our staff, and welcomes such diversity including race, gender identity or expression, educational attainment, disability, veteran status, and personal experience with the criminal justice system. We welcome applications from people of all cultures, backgrounds, and experiences, and we strongly encourage people of color and persons with disabilities to apply. We actively cultivate an institutional culture that reflects the values of respect, equity and inclusion that we seek through our work to amplify in the larger world.

Wellspring hires, promotes, and retains employees based on their professional qualifications, demonstrated abilities and work performance, as well as on the degree to which these qualities are required in the employment positions made available by the Foundations' service needs and business requirements. All personnel decisions, including but not limited to recruitment, hiring, compensation, assignment, training, promotion, discipline and discharge, are made without discrimination based on any protected characteristic as defined by law (e.g., race, color, religion, national origin, citizenship, ancestry, age, disability, gender identity or expression, sex, sexual orientation, marital or familial status, domestic partner status, veteran or military status, genetic predisposition or carrier status, and prior criminal convictions, as well as educational attainment.)

NOTE: At this time, our preference is that applicants have authorization to work in the United States.

COVID-19 HIRING UPDATE

To ensure the safety and well-being of our employees, we will continue to monitor the situation and follow the recommendations from the Centers for Disease Control and Prevention (CDC). When circumstances allow, staff will work full-time from our NYC or DC office.

HOW TO APPLY

For employment consideration, please submit application to jobs@wpfund.org Subject Line: "Senior Evaluation Officer-- [Your name]." All applications must include:

- a resumé;
- a thoughtful cover letter, including how you became aware of this opportunity (i.e. job portal, referral, etc.) and salary minimum requirements

No phone calls please.