

HOUSTON ENDOWMENT JOB DESCRIPTION

JOB TITLE: Evaluation Officer

REPORTS TO: Director of Learning and Evaluation

POSITION SUMMARY

Houston Endowment Inc. (the “Foundation”) seeks an experienced evaluation professional to join our team as an Evaluation Officer (the “Evaluation Officer”). The Evaluation Officer will work proactively with Foundation staff and external partners to strategically commission evaluations of programmatic grants and strategies, expand monitoring and evaluation capacity, and nurture evaluative thinking in order to accelerate organizational improvement and impact.

KEY RESPONSIBILITIES

The Evaluation Officer’s role includes the following:

- Design and execute evaluation plans from start to finish, including: collaboratively determining evaluation questions and methods; creating RFPs and selecting external evaluation partners; managing relationships between the Foundation, evaluators, grantees, and the community; ensuring evaluation products and processes are timely, useful, and high-quality; and interpreting and presenting results to multiple audiences in various formats.
- Cultivate and manage a local ecosystem of external evaluation partners.
- Actively participate in a network of peers in the field to develop and discover new ideas and strategies the Foundation may pursue to enhance evaluation and learning practices.
- Support Director of Learning and Evaluation and program officers in clarifying outcomes, theories of change, and learning agendas within strategic grantmaking areas.
- Maintain appropriate records related to evaluation contracts and projects, including post-project assessments.
- Support grant- and portfolio-level monitoring, assessment, data analysis, and reflection.
- Work with communications and other staff to disseminate information externally about evaluation findings.
- Provide technical assistance to staff to build capacity in evaluation use and evaluative thinking.
- Contribute a strong evaluation and impact perspective to all discussions about grants and grantmaking strategy.
- Represent the Foundation in communications with current and prospective grantees, other funders, philanthropic organizations and community stakeholders, and at state and national meetings and conferences.

DESIRED QUALIFICATIONS

- Advanced degree in social sciences, public policy, applied research, or related field, with specific education or training in evaluation
- A minimum of five years of experience conducting or commissioning evaluations, preferably with foundations, community-based nonprofits, or local governments
- Experience with a broad range of evaluation philosophies and methods
- Superior data management and analysis skills, with demonstrated attention to detail
- Excellent written and oral communication skills, including the ability to make complex issues understandable and relevant to lay audiences
- Experience working with a variety of stakeholders and communities
- Familiarity with K-12 educational programs and policies a plus
- Knowledge of the Houston region’s challenges and opportunities a plus

KEY ATTRIBUTES AND COMPETENCIES

- High emotional intelligence and self-awareness, seeking and acting on feedback and gaining insight about personal effectiveness
- Excellent judgment, integrity and commitment to personal responsibility and accountability
- Ability to prioritize projects, meet deadlines, and support others in doing the same
- Commitment to diversity, equity, and inclusion
- Excellent written and oral communication skills
- Detail-oriented and highly motivated
- High tolerance for ambiguity and an ability to thrive and adapt in an environment of growth and change
- Demonstrated ability to effectively participate in a multidisciplinary team environment
- Proactive approach to issue identification and resolution
- Ability to switch between strategic and tactical thinking
- Passion for supporting the Foundation's efforts to improve the quality of life for the people of Greater Houston

COMPENSATION

Salary will be set in accordance with the successful candidate's experience. In addition to salary, the candidate will be eligible for the Foundation's comprehensive employee benefits programs, including health, dental and vision plans, time off, paid family leave, life insurance, short- and long-term disability as well as matching 401(k) and pension retirement plans.

TO APPLY

Send resume and cover letter to employment@houstonendowment.org.

We will contact those candidates who most closely match our requirements. We thank you in advance for your interest.