



## Program Manager, Evaluation and Learning

### Who We Are

The National Fund for Workforce Solutions invests in a dynamic national network of about 30 communities taking a demand-driven, evidence-based approach to workforce development. We leverage this network to pursue four integrated solutions: activate employers to make jobs better, equip workers for success, change systems for improved outcomes, and co-invest for impact. At the local level, the National Fund's partner organizations contribute resources, test ideas, collect data, and improve public policies and business practices that help all workers succeed and employers have the talent they need to compete. Learn more at [www.NationalFund.org](http://www.NationalFund.org).

**Reports To:** Director, Evaluation and Learning

### What You'll Do

The Evaluation Manager will support the work of the Evaluation and Learning initiative within the National Fund to create a culture of continuous learning based on quantitative and qualitative evidence collected through data collection systems and thoughtful analysis. Specifically, the Evaluation Manager will assist in the data collection, assessment, and evaluation and learning practices throughout the work of the National Fund. In accordance with the National Fund's Strategic Plan, the Evaluation Manager will collaborate to design and develop systems to measure progress against the objectives of the Strategic Plan. The Evaluation Manager will report to the National Fund's Director of Evaluation and Learning and assist in creating effective and efficient evaluation practices across the work of the National Fund; ensure all projects (or programs) incorporate adequate monitoring, tracking, and reporting systems. The position requires working in close collaboration and coordination with other team members.

### Essential Responsibilities and Functions

- **Project management:** Plan, initiate, execute, monitor, and close a project (or program) within the defined time and resource constraints by developing systematic ways to complete work, including dealing with future contingencies within a team. Specifically manage the Innovation Fund program, including identifying key findings and incorporating findings into program design and implementation.
- **Program budget management:** Build, manage, and modify program budget (or contribute meaningfully to program budgets with some guidance from Director).
- **Compliance/contract management:** Manage vendor contract and grant agreement creation, execution, financial performance/fund stewardship, deliverables, deadlines, contract terms, and conditions.
- **Research and analysis:** Research/mine data, organize data, analyze findings, forecast and make decisions/problem solve based on findings, and communicate/report information to appropriate parties. Conduct a regional labor market analysis to aid National Fund network of collaboratives in understanding local workforce trends – including demographics, occupations, wages, and more.

- **Present:** Deliver effective and engaging presentations to a variety of audiences using various mechanisms or tools.
- **Writing:** Draft documents (such as reports and memos) that use appropriate grammar, punctuation, spelling, vocabulary, and clarity based on the audience, message, and/or task.
- **Utilize tools:** Ensure evaluation and learning tools are effective and appropriate, coordinate design of annual data collection, and conduct thorough analysis of evaluation and learning data.

## Who You Are and Keys to Success

- **Accountability:** Can strike the balance between building welcoming relationships with staff, consultants, and others, while also driving a culture of results and achieving goals (can hold people accountable).
- **Relationship management:** Ability to keep employees and customers engaged and motivated through effective communication, conflict management, and mutual respect and trust
- **Problem solving:** Ability to correctly define a problem, determine the cause, and identify, prioritize, and select an appropriate solution
- **Planning:** Identifies the sequence of tasks and the resources needed to achieve a goal and prioritizes key action steps. Anticipates the impacts and risks of decisions and actions.
- **Decisiveness:** Thoughtfully responds to decision-making by weighing the positive and negative results of each option in advance.
- **Conflict management:** Understands the inevitability of conflict and weighs into conflict with determination and tact.
- **Prioritization:** Manage expectations of self and others and ability to prioritize tasks by importance and deadline. Discerns what is crucial from what is just urgent. Adjusts priorities as situations change.
- **Initiative:** Starts activity without relying on direction from others, accurately assesses risks or problems, takes action when needed, and asks questions when necessary.
- **Collaborate in diverse teams:** Communicate in ways that can be understood by all members of the team, manage time to enable engagement and inclusion by team members, continuously seek input from team members, and assume shared responsibility within the team.

## Required Education and Experience

- Industry credential, associate's degree, bachelor's degree, or equivalent experience
- Minimum of 4-8 years' experience in a related field
- Experience leading projects, project planning, and grant management
- Experience facilitating online and in-person meetings
- Proficiency with Microsoft software (Excel, Word, Outlook, PowerPoint, etc.), program management tools (i.e. ASANA), and willingness to use a Macintosh platform
- Demonstrated commitment to racial, social, and economic justice
- Strong analytical and research skills
- Demonstrated experience and knowledge of program evaluation
- Familiarity with qualitative and quantitative methodology and software (Qualtrics, MaxQDA, etc.) and experience working with labor market information and/or census data

- Familiarity with data visualization and design, including data visualization software (Tableau, etc.)
- Excellent attention to detail, organizational skills, and ability to juggle competing priorities
- Excellent time management skills
- Strong communicator with the ability to express ideas clearly and concisely in various formats

## What You Should Know

### Work Environment

- Work schedule will normally be Monday through Friday and may include weekends and/or evenings
- Job will include being in an office environment as well as remote (hybrid) and will require travel around the country (approximately 2-4 times per year)
- Washington, DC preferred. Remote candidates will be considered
- Proof of COVID-19 vaccination required for all employees

### Compensation and Benefits

- Salary range: \$65,000-\$95,000, depending on relevant experience.
- Excellent benefits package including healthcare, vision, and dental covered at 90% for employees and dependents, 401k (with 3% non-elective employer contribution), paid time off including holidays, vacation and sick days, commuter benefits, and more!

### Application Process

Interested applicants should submit a resume, cover letter, and brief writing sample (in **one** PDF or Word document) by [filling out this form](#). Applicants may be asked for additional materials or references as they advance through the interview process.

*The National Fund is an equal opportunity employer committed to sustaining a diverse community with a work environment that is welcoming, respectful, and encouraging to all.*