



**THE
COLORADO
TRUST**

A Health Equity Foundation

POSITION DESCRIPTION

POSITION TITLE: Director of Evaluation & Learning
DEPARTMENT: Grants and Impact
REPORTS TO: Vice President of Grants & Impact
SUPERVISES: 2-3 Evaluation Managers
 Exempt, Full-Time

The Colorado Trust

The Colorado Trust is a grantmaking foundation dedicated to ensuring all Coloradans have the opportunity to thrive. When the nonprofit PSL Healthcare Corporation was sold to a for-profit organization in 1985, the proceeds of the sale were used to create The Colorado Trust. We partner with organizations across Colorado that are working to make positive changes for people and communities. We provide funding and other resources to help every person living in Colorado have the opportunity to live a long and healthy life. Our grants support organizations and efforts focused on direct services, policy advocacy, community building, public education and much more. We work side-by-side with grantees and community members to ensure grants are solution-based and effective.

The Colorado Trust strives to maintain a diverse workforce that reflects the communities we serve and aims to build an organizational culture that reflects our commitment to diversity, equity and inclusion.

General Description

The director of evaluation & learning will lead the effort to assess the impact of the foundation's grantmaking. This person will communicate effectively across the foundation with dependable and accurate data to inform programmatic decision-making. The director of evaluation & learning will be responsible for providing accessible and actionable data, and facilitate the use of these data and results. The director of evaluation & learning will also position the foundation to be agile and learn quickly from results and use those to inform future grantmaking decisions. Although this person will be an active team member in the Grants & Impact Department and contribute to the creation of future funding initiatives, they must maintain the independence and objectivity required in evaluations. The director of evaluation & learning will foster a culture of collaboration, creativity and professionalism as an important partner with other department leads.

Responsibilities

- Lead efforts to assess the impact foundation's grantmaking
- Manage a team of evaluators in the design and execution of evaluations from start to finish for concurrently operating multisite initiatives
- Work collaboratively with Grants & Impact Department staff to construct comprehensive evaluation plans, including developing evaluation questions and methods
- Manage the collection, analysis and storage of all evaluation data gathered from grantees, partners and staff

- Develop, implement and maintain an effective evaluation program at the foundation that fosters open and honest learning, and contributes to the strategic direction of The Colorado Trust
- Work with Communications Department and Grants & Impact Department staff to create internal and external dissemination strategies for results and participate in communicating results and impact within the foundation and the larger philanthropic community
- Support internal capacity building among Colorado Trust staff to understand the nature, role and implementation of evaluation efforts
- Establish a benchmark framework for evaluating progress against the objectives of The Colorado Trust's initiatives to learn from results and inform future grantmaking
- In collaboration with the vice president of grants & impact, set annual evaluation and learning priorities during budget/forecast cycles, and manage fiscal practices and work with Grants & Impact Department leadership to support initiative budget responsibilities
- Provide leadership and supervision, including selection, goal setting and day-to-day management of evaluation team
- Create and nurture a high-performing, high-trust team culture where evaluation managers successfully reach their performance goals
- Contribute to building an organizational culture, processes, trainings and tools that support continual learning and improvement
- Support and advance the professional development of evaluation staff
- Hire and supervise evaluation consultants and contractors when necessary; work to establish and maintain strong, collaborative working relationships between staff colleagues and external partners
- Serve as a member of Grants & Impact Department leadership
- Coordinate with staff to ensure grantees are collecting appropriate data in their reporting to The Colorado Trust, and that these data can be used in the assessment of initiative progress and impacts
- Serve on Colorado Trust internal committees, working groups and external organizations and associations as requested
- Carry out other duties as assigned.

Supervisor Relationship

The person designated to provide supervision of the director of evaluation & learning is the vice president of grants & impact.

Qualifications

- Graduate degree in social sciences, public health, applied research or related field with specific training in evaluation, or equivalent training and work experience
- A minimum of seven years of experience conducting evaluations, preferably with foundations, nonprofits or in the public sector
- A minimum of three years of management experience as well as demonstrated experience in leading and supporting collaborative teams and teamwork
- Experience in a broad range of evaluation methods
- Excellent data management and analysis skills
- Superior written and oral communication skills, with proficiency in English, including the demonstrated ability to make complex issues understandable and relevant to lay audiences
- Demonstrated experience with or understanding of working with remote staff to create a cohesive organizational identity, culture and structure
- Demonstrated knowledge of health equity and social determinants of health, and an understanding of and appreciation for how these affect people's lives

- Proven leadership skills and ability to guide, direct, coach and grow staff to achieve excellence
- Ability to maintain a confidential stance with respect to the business and affairs of The Colorado Trust and those with whom it has relationships
- Ability to maintain a cooperative, supportive and amicable relationship with other Colorado Trust staff members
- Ability to work within a multidepartment organizational structure with separate functional elements
- Proficiency with current and emerging technology, including Microsoft applications (e.g., Word, Excel, Teams, PowerPoint, SharePoint), data analysis software (qualitative data, e.g., ATLAS.ti; quantitative data, e.g., Stata), the internet, mobile devices, and a willingness to follow organizational policies and team norms for remote communication platforms (e.g., Zoom) or data management (e.g., Tableau)
- Ability to travel by car and plane (local, in-state, and out-of-state) for occasional required business trips (may include overnight trips)
- Reliable transportation, proof of valid driver's license, adequate automobile liability insurance coverage, and the ability to drive periodically for organizational business (unless an accommodation has been requested and approved)
- Ability to work from The Colorado Trust office in Denver at least two days a week and as needed for events.

Personal Attributes

- Passion for and commitment to The Colorado Trust's health equity vision, and its mission of advancing the health and well-being of the people of Colorado
- Ability to communicate effectively and respectfully with people of diverse backgrounds, especially across race, ethnicity, gender and class
- Ability to represent The Colorado Trust in public and community settings, and communicate effectively with grantees, partners and other stakeholders
- Commitment to issues of community, diversity, equity, integrity and fairness
- Highly organized and able to coordinate and complete multiple, simultaneous assignments across different teams
- Comfort serving collaborative teams of colleagues both on-site and remotely
- Action-oriented, self-starter who can work well independently and in teams
- Comfort in creating and adhering to organized systems within flexible and dynamic community environments.

Salary and Benefits

\$140,000-\$165,000 per year, depending on experience. The Colorado Trust offers its employees a comprehensive and competitive benefits package, including medical, vision and dental insurance, a retirement plan, group life insurance and paid time off.

COVID-19 Vaccination Requirement

All Colorado Trust employees are required to be fully vaccinated against COVID-19 and provide documentation to this effect upon request. Employees must be fully vaccinated at least two weeks from their first day of employment at The Colorado Trust. Exemption requests will be evaluated on a case-by-case basis.

To Apply

Please apply via The Colorado Trust's [online application system](#). **Applications will be accepted until the position is filled, but priority consideration will be given to those received by 5 p.m.**

MST on Nov. 30, 2023. Please [contact us](#) with any questions you may have.

The Colorado Trust seeks talented, team-oriented individuals, dedicated to our mission of advancing the health and well-being of the people of Colorado. Additionally, as an Equal Opportunity Employer, we welcome a diversity of perspectives and experiences among our staff. For more information, please visit www.coloradotrust.org.