



## Evaluation & Strategic Learning Associate

Illuminate Colorado is a statewide 501(c)(3) organization working to strengthen families, organizations and communities to prevent child maltreatment. With a research-based approach that emphasizes building promotive and protective factors, we address systemic and multi-sector issues by collaborating with families and partners at the community, state and national level to develop and implement powerful programs, policies and initiatives that keep kids safe in Colorado. Our organization is working to build an inclusive and diverse team of passionate experts who value each other's differing lived experiences and backgrounds.

We are built on a **solid foundation** while holding **strong values** in all of our work.

**Equitable & Inclusive:** We root our approach to strengthening families and communities in the acknowledgement that risk and protective factors for child maltreatment are impacted by structural inequities, including pervasive and systemic racism and white supremacy, both overt and passive.

**Family & Community Driven:** We embrace all perspectives and definitions of family and community. Our strategies, decisions, and actions are driven by the voice and input of Colorado families and communities.

**Multigenerational:** We see child and caregiver well-being as interdependent and all people as part of family and community structures. Every approach to and with families encourages and creates the benefits of connections.

**Holistic:** We recognize that all parts of our work are interconnected. Each level of the Spectrum of Prevention is key to achieving our mission by seeking to identify and understand strengths, risks, and how individuals, communities, organizations, and systems are situated.

We are **innovative** and responsive to the needs of families, partners, and the field of child maltreatment prevention.

We pursue **growth** and continuous quality improvement.

We practice **empathy** with everyone, everywhere, and in every situation.

We demonstrate **integrity** in our personal and professional lives.

**Role:** Under the guidance of the Director of Evaluation and Strategic Learning, the Evaluation & Strategic Learning Associate will work across the organization to support Illuminate Colorado's data collection, evaluation, and strategic learning efforts.

## **Specific Duties Include:**

### Data Collection and Management

- Support the development, maintenance, and refinement of Illuminate's data collection infrastructure for its diverse programming and Key Performance Indicators.
- Monitor data collection and entry activities by program staff and external partners to ensure valid and reliable data.
- Conduct, clean, and compile data from surveys, focus groups, interviews, and other data collection activities.
- Support quantitative and qualitative data analysis and finding and recommendation development.

### Database Build and Implementation

- Play a lead role in the design and build of Illuminate's cloud-based CRM database, Apricot 360, to support the monitoring and evaluation of Illuminate's programs, including enhancing existing and creating new database infrastructure, workflows, reporting processes, and user manuals.
- Provide tailored database training and technical assistance to Illuminate staff as well external users.
- Monitor internal and external database utilization, ensuring manualized procedures are followed, data entry is accurate and timely, and dashboard and reporting features are meaningfully utilized.

### Reporting

- Support Illuminate staff in meeting reporting deadlines and requirements for federal, state, and foundation grants.
- Support the Director of Evaluation and Strategic Learning and Illuminate program staff in creating evaluation reports and other data summaries.

### Staff Capacity Building and Strategic Learning

- Serve as the first point of contact for staff questions regarding data collection and Apricot 360 processes.
- Support Illuminate staff and external partners in mobilizing evaluation recommendations into actionable program and process improvements.

### Evaluation Management

- Support the Director of Evaluation and Strategic Learning and Illuminate staff in monitoring the implementation of program evaluation plans, collaborating with program staff and external partners as needed to ensure data collection timelines are met.
- Potential to lead an evaluation project, as interest and capacity allows.
- Other duties as assigned

## **Experience, Skills, and Qualifications**

- One to three years of data, evaluation, and/or research experience and/or academic degree where data, research, and/or evaluation skills are acquired.
- Strong interest in building and maintaining a database to support organizational learning and improvement.
- Passion for learning and mobilizing different forms of data to improve operation and impact.
- Commitment to advancing social and racial equity through data and evaluation practices.
- Excellent oral and written communication skills, demonstrating a high capacity to meaningfully synthesize, translate, and tailor data and information for diverse audiences.
- Demonstrated ability to establish and maintain highly collaborative working relationships with individuals of diverse professional backgrounds, technical expertise, and lived experience.
- Curiosity around finding effective and innovative strategies for challenging data collection and evaluation (e.g., hard-to-reach populations).
- Comfort with ambiguity, shifting environments, and “messy” datasets.
- Ability to balance multiple projects with shared deadlines while being responsive to emergent needs.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and Gsuite
- Desirable:
  - Experience building and/or managing a relational database. Knowledge of Apricot 360, Efforts to Outcomes (ETO), and/or Apricot Core is a plus.
  - Experience with data visualization software (Tableau, Power BI, SQL)
  - Experience with survey management platforms (Alchemer, Qualtrics, SurveyMonkey)
  - Experience with family strengthening programming or systems
  - Experience working with vulnerable populations, particularly in a research or evaluation capacity
  - Fluency in Spanish

## **Compensation and Schedule:**

This is a full-time position eligible for benefits. Starting salary is negotiable and commensurate with skills and experience in the range of \$45,000 - \$55,000.

Illuminate Colorado offers health and dental benefits as well as participation in a 401K, EAP, and Life Insurance benefits. In addition, Illuminate Colorado has a very generous paid time off policy and offers both flexible scheduling and remote work opportunities.

## **To Apply:**

Please submit a cover letter, resume, and three references via email with “Evaluation and Strategic Learning Associate” in the subject line to [hiring@illuminatecolorado.org](mailto:hiring@illuminatecolorado.org).

## **Application Deadline:**

November 30, 2021