



Evaluation & Learning Officer

FLSA Classification: Exempt

Reports to: Director of Evaluation & Learning

Salary Range: \$84,527 - \$95,505

Application deadline: Open until filled

To apply, please visit: <https://tinyurl.com/mshfevaluationandlearning>

JOB DESCRIPTION

About the Foundation

Mat-Su Health Foundation (MSHF) is the official business name of Valley Hospital Association, Inc., which shares ownership in Mat-Su Regional Medical Center. In this capacity, MSHF board members and representatives actively participate in the governance of Mat-Su's community hospital to protect the community's interest in this important healthcare institution. Grounded in organizational values of prevention, access, wellness, fairness, equity, and collaboration, the MSHF mission is to improve the health and wellness of Alaskans living in the Mat-Su. Through grantmaking, convening of local partners, and policy change, the foundation's work has resulted in significant improvements in systems that support the health of Mat-Su residents in areas such as behavioral health, child welfare, crisis response, community connections, workforce development, transportation, housing, and senior services.

Position Summary:

As part of the Evaluation and Learning team, the Evaluation & Learning Officer works across programs and focus areas to implement collaborative learning and evaluation strategies that strengthen the Foundation's strategic direction and impact. This position is responsible for overseeing and managing evaluation projects and deliverables, responding to internal and external data requests, and serving as a thought partner to tell the story of the community's health and the foundation's work. The Evaluation & Learning Officer contributes to building a culture of learning within the Foundation, offers evaluation expertise to the program and philanthropic teams to identify and implement strategic goals, and works with communications staff to support advocacy efforts and storytelling with data.

Job Responsibilities:

Leadership

- Work closely with program staff to develop grantee reporting guidelines, develop evaluation objectives and questions, inform evaluation design, and disseminate and organize evaluation findings and reports
- Lead the design and implementation of third-party evaluations, including selection of external partners and co-designing evaluation questions and methods
- Promote the use of learning and evaluation findings internally, with the Foundation's board of directors, with grantee partners, and with stakeholders
- Generate reports and data visualizations to highlight progress toward strategic goals and evaluate organizational impact
- Understand and communicate community health data for internal and external stakeholders

Program Administration/Management

- Develop processes for collecting data, create data visualizations, and engage in sensemaking with program staff and stakeholders
- Ensure evaluation products and processes are timely, useful, and of high-quality
- Design and develop grantee reporting strategy to collect information that provides useful insights to the grantee and MSHF while contributing to measuring impact
- In collaboration with the Director of Evaluation & Learning and grants management refine a coding structure and definitions in the grants and scholarships management system
- Create reports and dashboards in mySidewalk to support the redesign of the online data repository, Mat-Su Health Stats
- Curate community health data to inform advocacy and decision-making
- Support the completion of a triennial Community Health Needs Assessment and implementation plan

External Relationships

- Build and maintain relationships with evaluation partners, grantees, other funders, philanthropic support organizations and community stakeholders
- Represent MSHF in various workgroups, coalitions, and steering committees
- Participate in opportunities to share the MSHF's learnings and findings with key audiences
- Actively participate in a network of peers locally and nationally to develop and discover new ideas and strategies to enhance evaluation and learning activities

Health Equity Promotion

- Promote an understanding of health disparities through data
- Ensure evaluation alignment with the organizational commitment to promote health equity and inclusion
- Seek to understand and apply principles of data equity
- Serve as internal leader to further Foundation's commitment to diversity, equity, and inclusion

Competencies:

- Experience with qualitative and quantitative evaluation methods and the use of participatory approaches and community engagement in evaluation
- Experience leading evaluations and working with third-party evaluators
- Experience in communicating to key stakeholders, including strong writing skills that incorporate the use of data visualizations and the ability to make sound presentations on complex topics
- Knowledge of the concepts of health equity and data equity with a willingness to expand in these areas of knowledge and work
- Sensitivity to diplomacy in communicating with a broad and diverse audience
- Strong analytical skills and ability to leverage strategic and practical thinking
- Ability to learn quickly and to stay flexible and organized in a fast-paced environment
- Excellent interpersonal skills and willingness to work collaboratively across programs
- Demonstrated self-starter with passion for continuous learning and improvement



Education & Experience:

- Bachelor's degree required. Advanced degree in public health, social sciences, public policy or administration, or related field utilizing applied research methods or evaluation and learning practices preferred
- Comparable years of relevant experience can be substituted for educational requirements if related to the roles and responsibilities of this position
- 5+ years of professional experience in evaluation and/or applied research, preferably in philanthropy and/or public health
- Ability to build and maintain positive relationships with diverse stakeholders
- Literacy in Microsoft office suite, highly proficient in excel and creating compelling data visualizations
- Experience with Tableau, Power BI or related dashboard tools is a plus

Other duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Work Location: Wasilla, Alaska

Ability to travel locally approximately 20% of time.

Work environment: Employee will be working in a typical office environment with offices, moderate temperature, and equipment noise.

Physical demands: Employee will be spending considerable time at a desk using a computer and traveling to various locations in the community.

EEO statement: Mat-Su Health Foundation is an equal employment opportunity employer.