



**Title:** Sr. Manager of Organizational Learning & Evaluation  
**Reports to:** Sr. Vice President of Scholarship & Program Operations  
**Status:** Regular, exempt  
**Schedule:** Full time; occasional evenings and weekends required  
**Date of Posting:** January 2021

## **CHILDREN'S SCHOLARSHIP FUND PHILADELPHIA OVERVIEW**

Children's Scholarship Fund Philadelphia (CSFP) is a privately funded organization whose mission is to provide students from under-resourced, low-income Philadelphia families with financial access to quality, safe, K-8th grade tuition-based schools, thereby increasing the long-term economic and social success of their children. CSFP grants four-year, need-based partial scholarships via random lottery. With a nearly \$13M operating budget, last year, CSFP raised and awarded \$10 million from private donors (individuals, foundations, and companies). CSFP currently serves more than 5,300 children enrolled at over 160 private and parochial schools.

## **POSITION PHILOSOPHY & OVERVIEW**

The Senior Manager of Organizational Learning and Evaluation (SMOLE) will report to the senior vice president of scholarship and program operations and will partner with external consultants, school partners, families, and internal staff to support organization-wide learning that advances the mission of CSFP. The SMOLE will lead the design of and implement a comprehensive learning strategy to guide the organization's transformation into a learning organization. The SMOLE will serve as CSFP's learning architect, establishing and socializing learning priorities and setting up structures and processes for how internal and external stakeholders will learn. The SMOLE will cultivate a climate where learning thrives and informs action, thus bolstering a commitment to data-driven decision making, enhancing organizational effectiveness, improving program quality, and deepening CSFP's impact.

In service of these ends, the SMOLE will oversee the collection, analysis, interpretation, and use of new and existing data to:

- Measure, monitor, and report on program and organizational performance,
- Document and share effective practice,
- Track progress and success against key performance targets,
- Lead ongoing evaluation and program improvement efforts,
- Ensure the meaningfulness and plausibility of CSFP's program approach; and
- Participate in advising the organization's strategic direction.

The ideal candidate will bring a collaborative spirit and a commitment to ensuring all Philadelphia families have access to quality K-8 schools.

## **RESPONSIBILITIES**

All of the duties and responsibilities outlined below are essential job functions subject to reasonable accommodation. This job posting should not be construed as an exhaustive statement of duties, responsibilities, or requirements. Individuals may be required to perform any other nonrelated instructions as requested by their supervisor, subject to reasonable accommodation. This position posting is not all-inclusive and will regularly be reviewed.

### **ORGANIZATIONAL LEARNING & ADVANCEMENT**

- Cultivate an organization-wide learning and evaluation community of practice by building processes and structures that systematize an ongoing approach for leveraging information to adapt and improve organizational programs and operational practice.
- Build out CSFP's organization-wide data management approach to ensure relevant data is easily accessible to all CSFP staff.
- Develop operational processes that support the seamless exchange of data and information across departments to promote collaboration and knowledge sharing.
- Consider data trends and targets to make interpretive judgments and provide recommendations to inform senior staff and board-level decision making.
- Mentor and facilitate professional development opportunities for staff to build evaluation capacity across the organization.
- Partner with the director of development to ensure that accurate and reliable data is integrated into grant proposals, marketing, and other essential external-facing communications.
- Work with appropriate staff to implement the learning and data initiatives within CSFP's strategic plan.
- Oversee research and evaluation consultants to ensure that all contractual obligations are met.
- Monitor the national and local landscape to stay abreast of best practices related to scholarship administration and K-8 education that could inform CSFP's current and future work.

### **EVALUATION & MEASUREMENT**

- Define and continuously refine an organization-wide evaluation strategy that includes a data and measurement plan.
- Partner with program staff to explicate theories of change and action for organizational programs and activities.
- Oversee and manage the systems and processes for collecting, storing, and organizing key data.
- Design and disseminate data-collection instruments to capture feedback from program participants and partners.
- Analyze, synthesize, and share program evaluation data to inform continuous quality improvement efforts.
- Provide strategic guidance and technical assistance to internal staff to support their ability to understand, make meaning of, and utilize data to deliver on strategic priorities.
- Ensure fidelity of data collection and management efforts by developing and fostering understanding of data management procedures.

- Visualize data through dashboards, summaries, reports, and presentations to communicate findings and share learnings with internal and external stakeholders.

## POSITION REQUIREMENTS

While no one candidate will possess every quality outlined for this position, a successful candidate will bring many of the following professional qualifications and personal attributes.

- Bachelor's degree required, master's degree in education, social sciences, program evaluation, or a related field preferred.
- Three-plus years of experience working in the field of research and evaluation.
- Preference for experience with education institutions or nonprofits.
- Deep experience with program evaluation and outcomes measurement required; preferred candidate will have experience with formative and summative evaluation.
- Demonstrated experience in gathering, organizing, and analyzing large amounts of data to support improvement efforts.
- Experience maintaining the confidentiality of identifiable data and navigating privacy issues related to data collection; preferred candidate will be familiar with FERPA.
- Advanced skills utilizing various software and web-based tools. (e.g., MS Excel, Qualtrics)
- Demonstrated experience providing technical assistance and support to cultivate staff growth.
- Strong research, analysis, and writing skills.
- Experience working with diverse constituencies.
- Ability to thrive in collaborative professional environments.

## WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

Certain abilities to physically perform the duties and to work in the environmental conditions are required, such as:

- Must be able to travel to schools—valid driver's license and/or access to transportation when necessary required.
- Must be able to sit for extended periods of time at a computer.
- Must be able to maneuver in an office space, including reaching file cabinets, filing, faxing, scanning, copying, typing, mailing, and making phone calls.
- Must be able to assist with events, which includes lifting up to 35 pounds, bending, reaching, climbing, standing.

## COMPENSATION

This is a full-time exempt position, generally 9 a.m. to 5 p.m., but it may include evening and weekend work. CSFP provides a competitive compensation and benefits package. The starting salary for this position is \$55,000.

## **EQUAL OPPORTUNITY EMPLOYMENT POLICY**

CSFP is committed to a diverse and pluralistic workplace. We strongly encourage applications from all qualified individuals. As such, CSFP is committed to a policy of equal employment opportunity for all applicants, employees, volunteers, and interns.

CSFP prohibits discrimination based on an individual's race, color, religion, gender, national origin, age, disability, veteran status, sexual orientation, gender identity or expression, or any other basis protected under applicable law.

## **HOW TO APPLY**

Send your cover letter, resume, and salary expectations via email to Tanya Woodruff at [Resumes@csfphiladelphia.org](mailto:Resumes@csfphiladelphia.org). Reference the title of the position in the subject line of your email. The cover letter should include the following elements:

- Why you are interested in this specific position and CSFP.
- Any additional professional and/or personal experience that informs your qualifications for this position that is not otherwise obvious from your resume.