Call for Evaluation Manager

The Society of Family Planning advances a vision of just and equitable abortion and contraception informed by science. By leveraging the powerful tools of science and medicine, we hope to ensure: 1) abortion and contraception practices and policies are grounded in science and center people whose access to care is constrained by systems of oppression, and 2) all people have access to evidence-informed and person-centered abortion and contraception, including people whose access to care is constrained by systems of oppression.

To achieve our vision and desired impacts, we focus on the following strategies, as described in our 2023-2028 strategic plan:

1. Convening a diverse, equitable, inclusive, and multidisciplinary community of all engaged in the science and medicine of abortion and contraception,
2. Supporting the production and resourcing of research primed for impact,
3. Organizing and leveraging research primed for impact,
4. Ensuring clinical care is evidence-informed and person-centered through guidance, medical education, and other activities,
5. Developing and supporting leaders in abortion and contraception to transform healthcare systems, and
6. Aligning the organization’s governance, operations, and overall resources to be in service of the strategies designed to bring our collective vision to life.

Role description

Overview
We seek a thoughtful, deliberate, and detail-oriented individual to support evaluation activities at the Society. This position serves as a critical driver of organization-wide learning, overseeing the development, maintenance, and implementation of evaluation systems and practices, and supporting staff in using learnings to improve the Society’s programs. This is a remote position open to candidates living in the US. We anticipate that this position will involve 5% travel. This position reports to the Senior Grantmaking and Evaluation Manager.

Specific responsibilities
Responsibilities include, but are not limited to, the following:
1. Drive organizational learning (70%)
   - Lead key processes to support learning related to 1) advancing our diversity, equity, and inclusion (DEI) Vision, 2) building the knowledge, skills, and leadership of our community, and 3) producing research primed for impact. This includes:
     - Developing and maintaining the infrastructure for collecting data.
     - Analyzing data.
     - Translating findings into digestible reports and summaries that support organizational learning for a range of audiences.
     - Leading staff and member committees in reflection around organizational learning questions.
     - Orienting new staff to and maintaining the capacity of existing staff in evaluation systems and practices.
     - Building the capacity of existing staff to understand and respond to evaluation learnings.
     - Collaborating across teams to ensure alignment between evaluation practices and the work of program teams.
     - Routinely reviewing the Society’s core identity questions to ensure alignment with best practices.
   - Build and maintain documentation on evaluation processes, with specific attention to ensuring transparency around learning infrastructure and providing clear guidance to staff.
   - Support evaluation program planning process, using insights to inform future program plans.
   - Provide clear and consistent support to evaluation consultants.
   - Drive learning on organizational priorities led by the Executive Director (eg, Board development), upon request.
   - Assist with data analysis and presentation related to emergent organizational needs, upon request.
   - Stay abreast of trends in, and literature on, evaluation of research and research-related programming.

2. Support organizational development (20%)
   - Coordinate processes that leverage the expertise of the Society’s members, such as position statements, evidence summaries, and letters of support.
   - Ensure brand alignment by reviewing data collection tools that engage external partners.
   - Produce and maintain the organizational dashboard for use by the Society’s Executive Director and Board of Directors.
   - Ensure reports to funders accurately reflect programmatic data.
   - Lead infrastructure enhancement efforts on key software platforms.
3. Provide key support to continuing education (CE) reporting (10%)
   • Prepare data and conduct analyses that address the Accreditation Council for Continuing Medical Education reporting requirements for the Society as an accredited CE provider.
   • Work directly with the Senior Medical Education Manager to support compliance with CE requirements.

Qualifications

Highly-qualified applicants will meet many of the qualifications below:
   • Flexible and able to adapt work in response to emergent evaluation learnings or organizational priorities.
   • Enthusiasm for innovation and experimentation around programming.
   • Experience bringing programming to life, elevating existing plans and cultivating excellence in execution.
   • Experience with qualitative and quantitative data collection, analysis, and reporting.
   • Ability to support colleagues in translating data into actionable learnings.
   • Collaborative and solutions-oriented, with a passion for working with others to identify pragmatic, equitable, and sustainable ways to tackle big and small challenges.
   • Ability to focus on details while not losing sight of the big picture.
   • Ability to juggle competing demands and meet deadlines without sacrificing quality.
   • Willingness to pitch in as needed as we are a small nonprofit and everyone contributes to necessary administrative work.
   • Self-aware and responsive to one’s own learning edges; able to acknowledge and learn from mistakes.
   • Comfort with asking questions and enthusiasm for incorporating the wisdom of others.
   • Exemplary interpersonal, verbal, and written communication skills.
   • High level of computer literacy, including confidence using (or learning to use) Microsoft and Google suite, Asana, Box, Slack, and other digital tools.
   • Commitment to the Society’s strategic plan and DEI Vision.
   • Fully vaccinated and boosted against COVID-19.

Salary and benefits

The salary range for the position of Evaluation Manager is $80,000-$90,000 at full time, depending on qualifications and experience. The Society offers a generous benefits package including:
- Medical, dental, and vision insurance (100% individual premium covered, 50% dependent premium covered)
- Short and long-term disability
- Life insurance
- 24 days a year of paid time off, which increase with tenure
- 16 paid holidays
- Abbreviated Friday schedule in July
- At least four weeks of fully paid family leave and six weeks of partially paid family leave
- 401K plan with up to 3.5% employer matching contribution
- $1,500/year professional development funds
- $300 remote work stipend at hire
- $150 remote work stipend after the first year
- $100/year for expedited travel clearance programs
- Up to $50 monthly internet reimbursement
- Medical FSA and dependent care FSA

Application process

Interested candidates should upload a resume or CV and a one page statement of interest here. In the statement of interest, we ask candidates to eschew the traditional cover letter format and instead answer the following:

- What are three things you would do to support staff in engaging in evaluation activities (ranging from data entry to reflection around learnings), recognizing this is in addition to their specific portfolios?
- Describe your involvement in a learning process that included data collection, analysis, reporting, and engaging others in reflection around learnings.
- What are two ways that evaluation can be used to support the advancement of the Society's DEI Vision?

Application materials should be submitted in one PDF here by August 14, 2023. Applicants are encouraged to submit applications as early as possible and applications will be reviewed on a rolling basis. No phone calls please.