Community Foundation for Greater Atlanta
Manager, Research & Evaluation

POSITION: Full-time Exempt
DEPARTMENT: Community
REPORTS TO: Director, Operations, Research & Evaluation

The Community Foundation for Greater Atlanta works to inspire and lead our region toward equity and shared prosperity for all who call our region home. We work with a shared commitment to community working with residents, neighborhoods and civic leaders across public, private and philanthropic sectors to seize the greatest opportunities and solve the region’s most pressing challenges.

Reporting to the Director of Operations, Research and Evaluation, the Manager, Research and Evaluation position is a newly created role that is part of the Community Impact team. This position is responsible for the development and implementation of the Foundation’s research and evaluation practices, grant related data management, and reporting for various audiences and stakeholders. This role will design and build a research and evaluation infrastructure at the Foundation to support and achieve the outcomes of the strategic plan. The Manager, Research and Evaluation serves as a strategic thought partner to the director and other stakeholders.

Essential Functions of Position:

- **Research and Evaluation**
  - In partnership with director and program leads, develop an impact and measurement model based on TogetherATL strategic plan, related tactics and theories of change.
  - Increase deep knowledge of TogetherATL strategies in order to develop evaluation and impact measurements.
  - Design and develop grantee reporting strategy to collect information that provides useful insights to staff and contributes to overall impact measurement.
  - Collaborate with grants manager, scholarships manager, and marketing staff to provide data used for grantee storytelling objectives with clear and concise presentations in an accessible and meaningful manner.

- **Data and Reporting**
  - Collaborate with internal IT staff to develop a data strategy to collect, clean, mine and warehouse information needed to evaluate program impact at the individual grant and portfolio level (grants and scholarship level).
  - Create standard and ad hoc reporting, dashboards and maps for internal audiences to share data and analysis regarding TogetherATL grantmaking and scholarships programs.
  - In collaboration with IT, implement coding structure in grants and scholarship management systems; document code/data definitions.
  - Create process metrics and related reporting to support grants and scholarships process improvement efforts.
  - Ensure data integrity by performing periodic data audits and resolving data discrepancies (for grantmaking and scholarship data).

- **Grant Stewardship**
  - Collaborate with program and marketing staff to track and report data related to various Foundation grants and funders.
Serve as thought partner in the development of grant proposals as it relates to commitments to data tracking and reporting.

Serve as Foundation evaluation representative in various workgroups, external councils, etc.

- Grants Management
  - Support grants manager in the development of application decision-making tools and strategies.
  - Partner with grants and scholarships managers to determine data needs in each system to align with evaluation and impact strategies.

Qualifications:

- Bachelor’s degree in a related field and 5+ years’ professional experience relevant to the key accountabilities outlined in this description; or, 8+ years professional experience relevant to the key accountabilities outlined
- A community perspective informed by both lived experience and professional engagement; posses an asset-based view on community
- A clear commitment to equity of opportunity and a genuine respect for diversity, equity and inclusion
- Strong analytical and problem-solving skills, with expertise in quantitative and qualitative research methods
- Experience with data, research, and evaluation efforts at a philanthropic organization, working with program evaluation frameworks and methodologies
- Familiarity or experience with TogetherATL strategic areas, in particular affordable housing and place-based strategies is preferred
- Ability to present and communicate data in connection to strategy and impact in a meaningful way
- Proficiency in statistical analysis and data visualization tools such as Tableau, Power BI, mapping software; posses advanced Excel skills
- Excellent thought partner and ability to design reports and perform complex data analysis and storytelling
- Strong attention to detail and ability to ensure data quality and accuracy
- Experience with grants management systems; Foundant preferred
- Good problem-solving and critical thinking skills with a willingness to be flexible and proactive in a fast-paced workplace
- Excellent project management and time management skills
- Flexible, resourceful, creative self-starter; able to prioritize and manage multiple tasks and competing priorities
- Experience with philanthropy, foundations and/or community foundation operations
- Exceptional verbal and written communication skills
- Advanced proficiency in Microsoft Office Suite including Outlook, Excel, PowerPoint and Word.

Other:
All employees are required to be fully vaccinated against COVID-19 (medical and religious exemption accommodation possible) within 30 days of hire.
The Community Foundation operates in a hybrid working environment with staff working in-office three days per week and the opportunity to work two days remote per week if in good standing.

Compensation:
To be determined based upon experience and qualifications within the anticipated salary range of $80,000-$90,000. This position is exempt and employee is eligible for the Foundation’s
competitive health and benefits plan:

- Paid time off:
  - Two weeks accrued paid vacation
  - Two weeks accrued paid sick leave
  - Four mental health days
  - Two personal day
  - Two floating holidays
  - Ten holidays

- Benefits:
  - All benefits effective on date of hire – no waiting period
  - 100% employer-paid benefits (medical, dental, vision) for employee-only insurance plans
  - 100% employer-paid life insurance and AD&D
  - 100% employer-paid short-term disability and long-term disability
  - 100% employer-paid parking in downtown Atlanta or monthly MARTA card
  - Affordable plans for legal insurance, critical illness, supplemental life, and more
  - Employee Assistance Program

- Retirement:
  - Immediate eligibility for employee contribution to 403b plan
  - After two-year anniversary with organization, all employees receive an employer-paid contribution of 6% of their salary to a SEP-IRA plan regardless if the employee contributes to retirement

- Culture and Development:
  - Individual Development Plans (IDPs) for each team member including trainings, resources, development opportunities, etc.
  - Two wellness rooms for mental health with self-care items
  - Fun monthly employee engagement activities

To Apply:
Please submit your resume for consideration to hr@cfgreateratlanta.org with the subject line of “Manager, Research & Evaluation”.

Due to the volume of candidates, we are unable to provide status updates to applicants or accommodate phone calls or walk-ins regarding open positions.

The Community Foundation for Greater Atlanta provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

The Community Foundation for Greater Atlanta values diversity and inclusion; therefore we honor the diverse needs, strengths, voices, and backgrounds of all individuals in our regional community.