

Job Title

Evaluation Coach

Reports to:

Director of Evaluation

About PIE

Planning, Implementation & Evaluation Org (PIE) is a Chicago-based, national provider of evaluation, capacity building, and strategic planning services. Our mission is to build the capacity of our clients to evaluate impact, promote learning, and facilitate equitable change. We are a growing, dynamic organization, and looking for personnel who can support our growth in a fast-paced environment.

Job Description

An Evaluation Coach of PIE Org is responsible for leading a diverse array of projects, staff, and clients through multiple evaluation cycles in a culturally competent and responsive manner. Primary work includes the strategic leadership of external evaluation work (i.e., formative, summative, process), evaluation coaching to help organizations build their internal evaluation capacity, and the collaboration with PIE Org staff to do this work. Most evaluation work will be conducted in the content areas of education, social service programs, philanthropic initiatives, and collaborative networks—and PIE is always expanding its portfolio of work.

It is essential to develop and maintain a good rapport with our clients. Strong communication and interpersonal skills are critical for this role, as is the ability to strategically use data to do quantitative and qualitative analysis and clear and concise report writing. The ideal candidate must have the ability to work independently, multi-task, prioritize, and expedite job responsibilities to complete work in a timely manner. This is a full-time position and includes a substantial compensation and benefits package with health-care, retirement, and a generous vacation policy.

Principal Duties

- Effectively project manage, under the supervision of a Director, different evaluation projects simultaneously, meet deadlines, and provide high quality, rigorous deliverables for clients in a culturally competent manner. Key evaluation deliverables include the following:
 - Work with stakeholders to develop a comprehensive evaluation plan that prioritizes evaluation activities to be completed during regular funding periods.
 - Provide leadership in a team setting, move members forward and build consensus including among both client partner teams and PIE teams.
 - Engage stakeholders in an evaluation process based on shared priorities, including meeting facilitation, presentation, conflict resolution, and negotiation skills.

- Facilitate large group logic modeling sessions
- Create data collection methods, tools, and protocols to align to logic model and research.
- Identify research best practices in evaluation and client content programs and outcomes through rigorous literature reviews.
- Effectively lead the collection of quantitative and qualitative data sets to support client learning, community impact, and equitable change.
- Construct databases, conduct and supervise data entry, and perform data cleaning, maintain integrity throughout.
- Conduct analyses using appropriate analytic tools for quantitative data as needed (e.g., SAS, SPSS) and/or qualitative data (e.g., Nvivo, Atlas.ti, MaxQDA).
- Synthesize information generated through an evaluation to produce findings that are clear and directly aligned to evaluation questions and programmatic outcomes.
- Work with stakeholders to develop feasible recommendations based on evaluation data.
- Ability to write reports and executive summaries that identify key insights, answer evaluation questions, and promote equitable impact and change for our clients.
- Data analytics, data visualization/infographics, dashboarding: construct and oversee the maintenance and use of data reporting tools such as dashboards, survey reporting engines, Excel/Power Query, AirTable, etc.

Expectations

- Excellent project management skills and ability to manage multiple projects, prioritize deliverables, and effectively meet all deadlines.
- Strong communication and interpersonal skills; ability to effectively discuss and facilitate data-informed conversations across a large, diverse group of clients and PIE staff.
- Professional writing a must; high quality report communication is essential for this role.
- Active participation and contribution to PIE's cohesive culture is expected. While we largely work remotely, we maintain a connected and warm team atmosphere where everyone is expected to maintain and strengthen PIE's organizational culture.

Qualifications

The successful candidate will be deeply analytical in all tasks, with 2-3 years of experience managing evaluation projects in a *consultant capacity*. Advanced skills in Microsoft Office Suite, especially Excel, statistics, qualitative analysis, and reporting mixed-methods formative and summative findings are necessary. Google Studio experience and data visualization experience a plus. Preference for candidates with a history of managing multi-site, external evaluations. A Master's degree in evaluation, statistics, research methods, social work, public health, education policy, or other, related field is preferred. Access to reliable transportation is a must.

Work Environment, Benefits & Pay

PIE Org works remotely a majority of the time; however, the type of work that we do at PIE sometimes necessitates that your work be performed in the communities that our clients serve, so either employees must have a valid driver's license and access to an insured, reliable vehicle, or reliable access to public transportation or rideshare services that enable you to perform your job on time and as needed. PIE is not responsible for the costs associated with your chosen method of transportation, but PIE does reimburse for mileage and associated travel to support work with client

partners. PIE Org offers full healthcare benefits, a very generous 401K matching program, and ample holidays and paid time off. All staff receive a professional development budget. The starting salary range is between \$70,000-\$85,000 depending on experience and qualifications.

Statement on Inclusivity

PIE is committed to creating a diverse environment and is proud to be an equal opportunity employer and we don't discriminate based on any protected classes. PIE works with diverse people and communities, and we encourage and prioritize hiring staff that match the diversity of our partnerships.

To apply

Please send resume, cover letter, and an exemplar evaluation report/sample to admin@pieorg.org by 11/10/23.