



Strategic Learning and Evaluation Associate

Nellie Mae Education Foundation
Boston, Massachusetts

EXECUTIVE SUMMARY

The Nellie Mae Education Foundation, the largest philanthropy in New England dedicated exclusively to education, seeks nominations and applications for a Strategic Learning and Evaluation Associate. Nellie Mae has set forth a Big Goal for **80% of New England students to be college and career ready by 2030**. We are especially focused on traditionally underserved learners through systems change that supports Student-Centered Learning (SCL). Our grantmaking strategy attends to developing effective educational systems design, public engagement and understanding, educator capacity, and Nellie Mae, together with its education and policy partners across New England, is leading the way in seeking education reform that brings SCL to the country's existing public school systems.

LEARNING AND EVALUATION AT THE NELLIE MAE EDUCATION FOUNDATION

The Learning and Evaluation Department is responsible for the organization's strategic learning and review process and overall approach to measurement and evaluation. Members of this team lead efforts to cultivate a culture of tracking and using data to support decision-making around grantmaking and operations, support program based teams in shaping and overseeing external evaluations, develop and track on an overarching organizational measurement framework, and facilitate staff and board learning.

Responsibilities & Accountabilities:

The Strategic Learning and Evaluation Associate will report directly to the Director of Strategic Learning and Evaluation, and will provide support to the Foundation's systems for measuring impact of the Foundation's strategy and internal learning processes. The Associate must be organized, detail-oriented, adaptable and able to thrive in an innovative, complicated environment.

Responsibilities include, but are not limited to those summarized below:

- Perform department support duties, including assembling data and providing input on formatting reports, spreadsheets, tables, etc., based upon data for the Learning and Evaluation department.
- Compile spreadsheets and reports, including proofreading documents for accuracy.
- Generate presentation spreadsheets, reports, tables and correspondence (written and electronic formats) using Microsoft Office, PowerPoint and Excel software.



- Provide support in the tracking, collection, and summarization of reports, literature, and other materials.
- Assist with the development and maintenance and processing of contracts, evaluation projects and the development of survey instruments.
- Attend meetings and prepare notes synthesizing key discussion points and decisions including support, coordination, and maintenance related to the Learning and Evaluation Department.
- Utilize and maintain current and accurate records in the Foundation's grantee database, which includes data entry and reporting.
- Work to identify potential and innovative approaches and solutions to issues and problems.
- Prepare high-quality, written work products in support of the Learning and Evaluation Department.
- Use or learn software for purposes of tracking on work flow across projects.
- Support learning across the foundation, through assisting with Learning Days for the department (e.g., developing agendas, materials, set up for staff, etc.), taking notes during learning discussions, and other activities.
- Cultivate and maintain positive, productive and collaborative relationships with staff across Foundation functions.
- Serve as an articulate and confident advocate of the Foundation and be an effective and productive, contributing team member.
- Provide general support to the Director of Strategic Learning and Evaluation and Sr. Associate, including organization and maintenance of SharePoint for the department, scheduling meetings, project implementation, event management, etc.

Qualifications:

- Bachelor's degree required.
- Minimum of three years of relevant, successful experience in education, non-profit or public policy sectors including foundation and/or grant making experience with demonstrated experience with and sustained commitment to underserved populations.
- Deep commitment to the Foundation's mission to promote accessibility, quality and effectiveness of education for the underserved in the six New England States. Ability to understand the Foundation's goals and objectives, and to apply gained knowledge.
- Strong interpersonal skills, even temperament, maturity and the ability to exercise sound judgment in handling and protecting confidential and proprietary data and information.
- Ability to multitask and meet deadlines within designated timeframes, and demonstrated resourcefulness in setting priorities.
- Excellent oral and written communication skills in one-on-one settings and in large groups, both internal to the Foundation and with external audiences.
- Strong organizational skills and attention to detail with the ability to work both independently without close oversight and as a team player who will productively engage with others.
- The flexibility and willingness to work in a collaborative, team-oriented environment.
- Experience consulting with a diverse staff across all levels of the organization and working collaboratively with external professionals.
- Active listening skills including the ability to receive integrate and translate others' ideas and suggestions.
- Demonstrated interest in continuous personal and professional growth including a passion for success within Foundations and/or nonprofit organizations.
- Strong abilities managing and navigating technologies including databases, internet and software.



- An optimistic outlook and the humor, integrity, and patience necessary to work within a transformative environment.

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of a specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This position description does not constitute an employment agreement between the Foundation and the employee and is subject to changed, as the needs of Foundation and job may require. More information about The Nellie Mae Education Foundation may be found at <https://www.nmefoundation.org/>

The search is being assisted by Katherine Jacobs, Nureen Das and Erica Nicole Griffin of Nonprofit Professionals Advisory Group. Due to the pace of this search, candidates are encouraged to apply as soon as possible. Applications including a cover letter describing your interest and qualifications, your resume (in Word format), salary history and where you learned of the position should be sent to: NMEF-SLES@nonprofitprofessionals.com . In order to expedite the internal sorting and reviewing process, please type your name (Last, First) as the only contents in the subject line of your e-mail.

The Nellie Mae Education Foundation is an equal opportunity employer and proudly values diversity.
Candidates of all backgrounds are encouraged to apply