Position Description

Title: Director of Impact Analysis & Learning	**Hours**: Full-Time
Classification: Exempt	**Created On:** 01/06/2017
Department: Executive Office	**Last Revision Date:** 3/9/17
Reports to: COO	

Summary of Position:

The Director of Impact Analysis & Learning is a new role that will lead The Minneapolis Foundation's use of data and analytics to help target investments and assess their impact. This position sets the tone for data and evaluation – what to measure, how to measure and how to make it happen. The Director will also develop and lead an overall approach to strategic learning and evaluation for the Foundation.

The Director of Impact Analysis & Learning will report to the COO and work closely with the CEO, VP of Community Impact and other members of the leadership team.

Principal Duties and Responsibilities

20%	Strategy Development • In consultation with Foundation leadership, develop an overall approach to strategic learning and evaluation for the Foundation. • Direct the development and execution of analytical and/or research activities to provide leadership with information and tools for strategic decision making and planning.	Essential
40%	Data Collection & Analysis • Direct collection of information from internal and external sources to determine Foundation goal progress. • Oversee impact evaluation efforts and monitor effectiveness of portfolios. • Develop generic approaches and tools for Foundation staff to use for assessing the effectiveness of their work. • Partner with the IT Leader to identify functional gaps in the technical infrastructure to ensure high quality and timely data analysis and reporting. • Synthesize, analyze and interpret the data so as to clarify progress on the Foundation's goals and determine when strategy changes may be in order.	Essential
30%	Learning • Design the structures and processes to support strategic learning, with priority given to OneMinneapolis strategies. • Identify opportunities for learning to improve practices internally and highlight innovation. • Assure that the learning system functions well and produces useful information to inform strategy. • Facilitate collaborative learning and help Foundation staff utilize evaluation data to advance the Foundation's goals. • Partner with HR to identify specific gaps in knowledge and skills needed to ensure Foundation staff obtains and uses data to make course corrections as needed. • Identify the lessons/information that can be aggregated and synthesized for others. • Coordinate with External Relations department to advance the understanding of the Foundations' commitment to promote OneMinneapolis.	Essential

10%	Other • Other projects as directed.	Essential

Minimum Qualifications:
- Bachelor's degree required and minimum of 8-10 years of experience in a comparable role, and/or executive or program leadership role at a nonprofit organization or public agency.
- Experience with a broad set of methods and approaches to evaluation and performance measurement, including both qualitative and quantitative methods.
- Experience in a non-profit sector evaluating program areas related to equity, nurturing movements, community-building in low income communities and/or communities of color.
- Ability to clearly communicate concepts, research findings and data interpretations and to draw implications of these analyses for program strategy.
- Demonstrated knowledge of multiple approaches to strategy, learning and evaluation.
- Proficient in the usage of technology, MS Office, Social Media, database reporting.
- A strategic thinker with intellectual curiosity, research and networking skills, and an exceptional ability to synthesize and analyze information.
- Willingness and ability to take a flexible, creative and multi-disciplinary approach to assembling partners and initiatives to drive results-oriented strategies.
- Excellent customer service and relationship development and management skills.
- Excellent written and verbal communication skills.
- Ability to work under the pressure of tight deadlines.
- Ability to exercise mature, independent judgment.
- Ability to relate and work with variety of people, including grantees, community representatives and colleagues in cross-department teams.
- Commitment to and experience working in multicultural settings.
- Ability to work effectively both independently and as part of a team.

Preferred Qualifications:
- Strong knowledge of Minneapolis' nonprofit and public education sectors and issues facing the region.

Measures of Accountability:
Include the degree to which:
- Assigned work is accurately completed in a timely manner.
- Work time is managed effectively.
- Sound professional judgment is demonstrated.
- Cooperative and supportive work relationships are maintained.
- Adherence to policies and procedures is demonstrated.
- Confidentiality and discretion is demonstrated.
- Consistent delivery of the highest level of customer service is demonstrated.
- Verbal and written communication is effective.
- Regular and reliable attendance at work is maintained.

Supervision Responsibilities
Oversee project consultants on an as-needed basis.

Working Conditions
The majority of the work in this position is performed in a general office setting and the successful candidate must be able to work at a PC for extended periods of time.

To Apply:

Submit cover letter, resume, salary history and references to:

HR@mplsfoundation.org

Priority will be given to those who apply by close of business March 31, 2017.

The Minneapolis Foundation is an Equal Employment Opportunity Employer