



People. Planet. Prosperity

Director of Evaluation

Position Overview

The Director of Evaluation will oversee all impact tracking and evaluation efforts of TVCDC. They will work closely with Sweetgrass LLC to measure the impact and systemic change created by each initiative and program operated at TVCDC, providing hands on support to Initiative Directors to collect information. They will also provide support and training in Salesforce as the primary data collection tool. The data will then be analyzed and disseminated to staff, partners, and community members in a clear and useful manner.

Reports to

TVCDC Director of Advancement

To Apply

Please email a cover letter and resume to jobs@thundervalley.org, include Director of Evaluation in the subject line.

Compensation & Benefits

Compensation: \$45,000-\$50,000 depending on experience

Benefits:

- Health Insurance- Employee premium paid by TVCDC
- Dental Insurance- Employee premium paid by TVCDC
- Vision & Hearing Insurance- Employee premium paid by TVCDC
- Simple IRA with up to a 3% match from TVCDC
- Accrued Paid Time Off up to 160 hours per year
- 10 Annual Paid Holidays

Essential Duties & Responsibilities

- Drive efforts to measure social impact on communities we serve and to recommend course of action to ensure that impact is sustainable and scalable.
- Design or modify data collection and impact tracking tools for each TVCDC program and initiative such as pre/post-tests, surveys, assessments, interview guides, and focus group protocols.

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- Work collaboratively with Sweetgrass Consulting LLC to develop toolkits that will be available for other communities to learn from.
- Analyze collected data and prepare reports for internal use and external distribution.
- Disseminate evaluation results to TVCDC partners, including our community, community organization partners, foundations, and federal agencies.
- Act as a liaison between TVCDC and our external evaluation partner, Sweetgrass LLC.
- Provide outcome information for proposal writing and evaluation plans/logic models needed for grant applications.
- Work closely with initiative directors to provide support in evaluation and impact tracking tools.
- Manage and maintain database collection system, Salesforce, in collaboration with Sweetgrass LLC.
- Evaluate multiple levels of impact at TVCDC including the macro level, systems change that TVCDC hopes to create in the region.
- Follow and implement evaluation trends and technologies to ensure that TVCDC is ahead of the curve in evaluation.
- Create tools for the community to easily use and understand such as neighborhood scorecards and report cards.
- Plan community meetings to share back information collected.

Demonstrated non-technical and personal skills

- Strong oral and written communication skills
- Project planning and execution (definite project, develop appropriate work plans, drive projects to successful completion).
- Team building and long term commitment.
- Problem solving for and execution of research on strategic market or opportunities/issues.
- Attention to detail and strong logical reasoning.
- Demonstrate leadership throughout all levels of organization.
- Adaptable to a continually evolving environment and thrive in an autonomous and deadline-oriented workplace.
- Strong organization and follow-through skills in individual and collaborative work.

Experience Requirements/Qualifications

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- BA/BS or relevant equivalent work experience
- History of cooperating with teams and co-workers
- Extensive knowledge with Microsoft office and Google Apps
- Experience working with databases, performance management systems, or other data collection systems.
- 2+ years experience with impact tracking, research, evaluation, macro level evaluation, and leadership experience

ADA Specifications

May be required to use the computer screen for extensive periods of time. Occasional lifting of 15 to 20 lbs. Extended working hours and travel may be necessary.

Mission Driven

Employee has as a strong belief in the TVCDC mission and wants to be a part of a growing and constantly evolving organization.

Thunder Valley CDC Mission

Empowering Lakota Youth and families to improve the health, culture, and environment of our communities, through the healing and strengthening of cultural identity.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

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