

KANSAS HEALTH FOUNDATION
Job Description

JOB TITLE: Program and Evaluation Associate

EMPLOYEE CLASSIFICATION: Non-exempt

POSITION CLASSIFICATION: Program Staff

REPORTING RELATIONSHIP: Director of Strategic Learning and Grants Administration

JOB SUMMARY:

The Program and Evaluation Associate plays a key role in strengthening and expanding the Kansas Health Foundation's evaluation management systems, as well as developing reports, briefs and narratives that help promote KHF's work externally. The Program and Evaluation Associate supports the grant making process by providing technical assistance to staff and grantees around evaluation and by collecting and analyzing data to inform decisions at KHF. The Program and Evaluation Associate provides clear, actionable information related to health issues and learning.

REQUIRED QUALIFICATIONS:

- Undergraduate degree required.
- At least three years professional experience related to the position.
- Demonstrated proficiency interpreting and communicating findings from research and data, evaluation studies, and/or information management systems.
- Excellent project management skills.
- Background and experience in working with not-for-profits.
- Excellent organization, written and oral communication skills.

PREFERRED QUALIFICATIONS:

- Familiarity with evaluation methods and approaches.
- Familiarity with statistical analysis software (SPSS, SAS, etc.).
- Familiarity with grantee performance management systems and program evaluation methods.
- Experience in facilitating learning around research and evaluation.
- An understanding of social determinants of health and systems approaches to health promotion and disease prevention.

TYPICAL DUTIES AND RESPONSIBILITIES:

Work with staff to:

- Analyze data from health surveillance systems, grantee reports and program evaluation studies and utilize that data to educate internal and external audiences.
- Ensure quality grantee data in KHF's grantee reporting system.

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- Prepare data briefs and reports to support program planning and organizational decision-making; work closely with communications department to share knowledge through the development of executive summaries and high-level narratives.
- Conduct literature reviews and other research to identify and assess the evidence base of potential KHF initiatives.
- Support grantees and KHF staff in establishing performance metrics and SMART objectives.
- Assess the implementation, effectiveness and efficiency of initiatives across KHF's portfolio; track and report progress on KHF initiatives.
- Manage evaluation contracts.
- Serve as member of evaluation teams for KHF-funded evaluations.
- Identify potential collaborative partnerships with academic and research institutions.
- Propose strategies to increase evaluation capacity for nonprofit partners through grantmaking, communications, and technical assistance.