

**Manager, Learning and Evaluation, Grants and Community Initiatives
(Full Time)
Downtown Vancouver**

About Us

Vancouver Foundation is Community Inspired. Our vision is to create healthy, vibrant and livable communities across BC. We do this by bringing together generous donors and linking their contributions to important work that addresses the needs of our communities. Vancouver Foundation is considered a local, regional, national and international leader in responsive and proactive grantmaking and community capacity-building initiatives and collaborations.

For a view into our world, please visit our website: www.vancouverfoundation.ca

About the Position

The Learning and Evaluation unit supports Vancouver Foundation and our stakeholders in learning principles and practices that advance knowledge and understanding of our work. We work with colleagues and community partners to build internal and external capacity for learning, understanding, refining, and communicating Vancouver Foundation's contribution to and influence on social change in the community.

The Manager, Learning and Evaluation will make a key contribution to the work of the Grants and Community Initiative department by supporting a culture of learning, creating and implementing evaluative frameworks for grant programs, and building capacity for the implementation of data-informed decision-making across the department.

Main Responsibilities

- **Learning**
 - Activate a culture of learning, knowledge capture and sharing throughout the GCI department and the organization, initiate and support cross-departmental collaboration
 - Mobilize and facilitate learning opportunities to build capacity of a variety of stakeholders, including staff, volunteer advisors, donors and other funders
 - Work in partnership with GCI staff to analyze findings, synthesize lessons learned and disseminate results in ways that are valuable to internal and external audiences, including the GCI committee of the board
- **Evaluation**
 - Lead the creation and implementation of evaluative frameworks for program areas, matching evaluation approaches and methods with the goals and activities of the program
 - Support program teams in their integration of evaluative practices that complement, shape and support their programmatic strategies and community relationships
 - Contribute to the strengthening of the sector's evaluation capacity and practice
- **Research**

- Facilitate identification of key research questions and lead the conceptualization and implementation of research and evaluation projects
- Develop relevant research projects aligned to Vancouver Foundation priorities and program needs
- Identify and participate in opportunities to share the Foundation's research and evaluation findings and lessons learned with key audiences
- **Grant-making processes and systems**
 - Identify opportunities for and implement grant-making process improvements
 - Determine departmental grant-related reporting needs for internal and external stakeholders to support learning, evaluation and data-informed decision-making
- **Resource management**
 - Manage project-specific budgets
 - Reconcile budgets and payments

About You

Experience

- Five years of experience with a wide range of duties related to organizational learning and evaluation strategies, including leadership roles on multiple projects
- Experience (preferred) or familiarity with developmental and participatory evaluation
- Experience with approaching evaluation and learning with multiple worldviews
- Experience with evaluation coaching and capacity building
- Experience with data analysis
- Knowledge of complexity frameworks and systems thinking
- Demonstrated ability to interact and develop relationships with individuals representing diverse perspectives and backgrounds
- Experience in dynamic environments that demand priority setting and balancing competing interests and needs

Skills/Attributes

- Current knowledge of trends and developments in evaluation and organizational learning
- Strong communication, relationship-building and multi-stakeholder facilitation and engagement skills
- Comfort with ambiguity and an interdisciplinary approach to solving problems
- Natural curiosity and desire to ask questions
- A strong team orientation and ability to collaborate with people of diverse lived experiences and learning styles
- Solutions-oriented, with excellent attention to detail and the ability to work independently and excel in a high-performance culture
- A personal style characterized by humility, flexibility, self-awareness, accessibility, bravery and a sense of humor

Vancouver Foundation is an Equal Opportunity Employer: We are committed to the principles of equal and inclusive employment opportunities without regard to race, colour, religion, nationality, social or ethnic origin, sex, age, disability, sexual orientation, gender identity and/or expression, domestic partnership status or any other status that is representative of the communities we work in. Vancouver Foundation encourages applicants from all communities.

How to Apply

If this sounds like you, please submit your covering letter and resume by **February 18, 2019** to: jobs@vancouverfoundation.ca and **be sure to quote position number 2019-03** in the subject line.

We kindly ask for no phone calls please. Applicants will receive an emailed response confirming receipt of their resume submission. Due to the high number of applications Vancouver Foundation receives, only candidates who are selected for an interview will be contacted. We thank all applicants for their interest in Vancouver Foundation.