



## The Denver Foundation

**JOB TITLE:** Director of Engaged Learning

**REPORTS TO:** Senior Director of Partnerships, Policy, and Learning

**FLSA STATUS:** Exempt

### **POSITION SUMMARY:**

The Director of Engaged Learning leads learning and evaluation strategies across The Denver Foundation, using the foundation's Learning Framework. The position requires proven skills in developing and implementing strategies for assessing progress and impact and using strategic learning to help guide organizational improvement. Racial equity should be incorporated into all evaluation design, execution, and analysis.

### **RESPONSIBILITIES & ESSENTIAL FUNCTIONS**

- Execute the foundation's Learning Framework
- Develop and administer surveys, conduct focus groups, and engage in other strategies to garner stakeholder feedback
- Review and aggregate data from grantee reports. Write and present aggregated reports to share the effectiveness and impact of grants and programs
- Support the foundation's state and federal grant applications with expertise in evaluation and learning elements of submitted proposals
- Lead external partnerships with evaluation consultants on third-party evaluations
- Facilitate conversations to refine goals and strategies in conjunction with relevant stakeholders for various grant programs, donor initiatives, and the foundation's strategic framework based on evaluation feedback
- Provide leadership and expertise around how to center equity in the process and outcomes of learning and evaluation practices
- With the Executive Team, facilitate the creation of a foundation-wide annual workplan and data dashboard, and ensure quarterly review of progress
- Contribute stories and editorial content about evaluation activities and outcomes for use in the foundation's publications
- Forge relationships with the foundation's staff and external stakeholders

### **REQUIRED QUALIFICATIONS:**

- At least five years of proven success in experience supporting teams, organizations and/or initiatives in evidence- and impact-driven, social-sector environments such as community-based organizations; government agencies; consultancies; or philanthropic organizations
- Demonstrated experience in crafting evaluation and learning that informs organizational strategy
- Familiarity with aligning evaluation and learning with principles of equity
- Demonstrated experience with qualitative and quantitative research methods

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- Excellent judgment and decision-making while balancing competing priorities
- Excellent interpersonal, facilitation, and communication skills
- Excellent writing skills, including correspondence, reporting, and editing
- Ability to build relationships with people of diverse backgrounds, perspectives, and cultures
- An unwavering commitment to racial equity
- Belief in the model of community foundations
- Commitment to the philosophy of the Impact Group, bringing together all philanthropy at the foundation

**PREFERRED QUALIFICATIONS:**

- Demonstrated knowledge and understanding of approaches to addressing complex social issues
- Knowledge of Metro Denver, including community-specific issues and needs
- Experience working directly with organizational stakeholders such as grantees, residents and/or constituents

**WORK ENVIRONMENT:** The position is based in an office environment with a mix of private offices and cubicles.

**PHYSICAL DEMANDS:**

- Daily communication via phone
- Frequent extended hours in front of a computer screen with or without accommodations
- Regular group and public speaking
- Occasional activities occurring outdoors

**ADDITIONAL ELIGIBILITY QUALIFICATIONS:**

- Must be authorized to work in the United States

**OTHER DUTIES:** Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this position. Duties, responsibilities, and activities may change at any time.

**COMPENSATION:** This is a full-time, exempt position. The Denver Foundation offers a competitive benefits package, including paid time off, retirement contribution, tuition assistance, and medical, life, and disability insurance. The starting salary for this position ranges from \$85,000 to \$107,000, depending on experience.

**THE DENVER FOUNDATION'S ANTI-DISCRIMINATION POLICY:** The Denver Foundation shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include but are not limited

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to, hiring and firing of staff, selection of volunteers, selection of vendors, and provision of services.

*The Denver Foundation practices and champions inclusiveness in our community. We honor the diverse strengths, needs, voices, and backgrounds of all members of our community. Candidates from traditionally marginalized communities are especially encouraged to apply.*

**JOB DESCRIPTION ACCEPTANCE STATEMENT:**

I have read and understand and accept the job description including the qualifications and the requirements of the described position. I certify that I can and will perform the duties and all responsibilities required for this position.

Printed Name:

Date:

Signature: