



Company: Jim Joseph Foundation
Position: Program Assessment/Research Specialist

Location: San Francisco, CA
Reports to: Executive Director

Responsibilities

- As guided by the Executive Director, assist in development of RFPs that will be submitted to prospective contractors, for assessment of JJF-funded grants
- Develop criteria for selection of RFP respondents
- Work in tandem with JJF grant making professionals to ensure each major grant is framed by a Theory of Change and Logic Model
- Serve as JJF's lead professional in vetting assessment design and data collection methods for all major grants
- Ensure assessment reports are received on a timely basis
- Interpret findings of assessment studies
- Develop an approach for examining clusters of JJF grants and analyzing key findings from assessments across various related initiatives. Identify important "lessons learned" and advise foundation on future grant opportunities that capitalize on this learning
- Plan and conduct a variety of information-gathering tasks from multiple sources (e.g. Internet, published studies, other); synthesize, analyze and report on this information, preparing various internal reports as requested by Executive Director
- Write brief summaries of research studies, evaluation projects and findings
- Prepare figures, tables and visuals for Foundation internal and external documents and presentations.

Qualifications

- Masters Degree in a social science field
- Experience preparing Request for Proposals and overseeing contract workers on a project basis
- Familiarity with theory building and logic modeling as tools to frame, inform, and guide educational initiatives, programs and projects
- Excellent knowledge of design alternatives for assessing foundation-funded educational initiatives
- Experience selecting and using appropriate data collection methodologies that complement design for assessing education institutes
- Demonstrated experience collecting and analyzing both quantitative and qualitative data
- Exceptional critical thinking, written and oral communication skills
- Proficient in use of technologies used to produce readable internal reports as well as documents for public dissemination
- Demonstrated ability to work with professional and administrative staff in collegial, manner is essential
- Knowledge of Jewish education institutions and innovations in contemporary American Jewish education preferred
- Foundation experience desirable.