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PLAN | IMPLEMENT | EVALUATE

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### **Position Description**

- **Title:** Evaluation & Strategy Coach (Full-time)
- **Reports to:** Director of Evaluation & Director of Strategic Planning
- **Location:** Chicago, IL, although remote work is possible.

### **Primary Functions**

As an Evaluation & Strategy Coach with PIE Org, you will be responsible for helping partner organizations achieve their evaluation and strategic planning goals. This includes external evaluation work (i.e., process, formative, summative), evaluation coaching to help organizations build their internal evaluation capacity, and supporting the facilitation and administration of strategic planning projects. Most evaluation and strategic planning work will be conducted in the content areas of education, government, and social service programs. It is essential to develop and maintain a good rapport with all clients and communities with whom we partner; strong communication and interpersonal skills are critical for this role. The ideal candidate must have the ability to work independently, multi-task, prioritize and expedite job responsibilities to complete work in a timely and high-quality manner. Because much of our work is completed on-site in the neighborhoods where partner organizations are located, this position will work remotely a majority of the time. This is a full-time position and includes a compensation and benefits package with health-care, retirement, and a generous vacation policy.

### **Principal Duties:**

Under the supervision and support of PIE Director's of Evaluation and/or Strategic Planning, this position will:

- Think critically and strategically around sequencing of evaluation and planning processes.
- Utilize content knowledge, experience, and client information to support the development of a scope and sequence of activities that can guide either an evaluation or strategic plan.
- Design materials to support the sequence of a meeting or meetings, prioritizing active engagement and the facilitation of diverse and equitable inputs.
- Develop and use logic models to describe complex programs and their outcomes.
- Provide leadership in a team setting, move members forward and build consensus including among both partner teams and PIE teams.
- Work with stakeholders to develop a comprehensive strategic evaluation plan that prioritizes evaluation activities to be completed during regular funding periods.
- Engage stakeholders in a strategy and/or evaluation process based on shared priorities, including meeting facilitation, presentation, conflict resolution, and negotiation skills.

- Ensure that evaluation activities are complementary to program(s) strategic plans and reporting requirements.
- Educate program staff and partners about strategy and evaluation concepts and methods.
- Understand the context of an organization or program and how it affects operations, funding program planning, implementation, outcomes, and the evaluation.
- Conduct formative and summative evaluations.
- Create evaluation plans and approaches for generating, revising, and prioritizing evaluation questions.
- Use various evaluation designs and methods (e.g., quasi-experimental, mixed methods) and select appropriate quantitative or qualitative methodologies to increase use of findings by primary stakeholders.
- Lead program staff in developing and testing data collection instruments.
- Coordinate and manage evaluation processes, tools and tasks, including of other team members when relevant, ensuring quality and alignment to PIE's approach.
- Conduct comprehensive environmental scans of existing data sources and review literature for effective practices and evidence-based strategies to support evaluation strategies, client growth, and evaluation and strategic planning development.
- Gather data using qualitative and quantitative approaches such as interviews, group processes, participant observation, surveys, electronic data files, or other methods.
- Construct databases, conduct and supervise data entry, and perform data cleaning.
- Store and protect confidential data.
- Conduct analyses using appropriate analytic tools for quantitative data (e.g., SAS, SPSS) and/or qualitative data (e.g., Nvivo, Atlas.ti, MaxQDA).
- Develop criteria and standards reflective of the values held by key strategy or evaluation stakeholders.
- Synthesize information generated through an evaluation or strategic plan to produce findings and recommendations that are clear and directly aligned to evaluation questions and programmatic outcomes.
- Work with stakeholders to develop feasible recommendations based on planning processes and/or evaluation data.
- Prepare and present evaluation results and/or strategy recommendations in a manner that increases the likelihood that they will be used and accepted by a diverse group of stakeholders.
- Develop and implement communications and dissemination plans with tools and structures to support clients in continuing to implement their plans during and after PIE's engagement.
- Support the management of calendars, meeting attendees, meeting resources and work products to support a seamless client experience, including taking comprehensive, focused and actionable notes to record the evaluation and/or strategic planning processes.

**Qualifications:**

- 3-5 years' experience in evaluation or strategic planning field
  - Masters-level education in social science, education, or policy related fields.
  - Bilingual English/Spanish speakers encouraged to apply"
- Desire to work in a social-justice oriented organization that will prioritize racial equity as an outcome of our work.
- Excellent writing, communication, and facilitation skills
- Ability to synthesize and summarize quantitative and qualitative information
- Ability to structure engaging, effective power point presentations and other methods of virtual material engagement that lead teams through structured, focused evaluative and strategic inquiry
- Strong technical skills and/or the ability to learn new technologies quickly (i.e., Zoom, Prezi, Canva)
- Access to reliable transportation and willingness to travel

**To apply:**

Please send a resume, cover letter, and example of evaluation and/or strategic planning work to [admin@pieorg.org](mailto:admin@pieorg.org).