



## Manager, Strategic Learning

**DEPARTMENT:** Programs

**REPORTS TO:** Associate Director, Programs

**STATUS:** Exempt; Full-time; Hybrid

### **POSITION SUMMARY:**

The Manager, Strategic Learning reports to the Associate Director, Programs and demonstrates knowledge and understanding of the issues, challenges, strategies, and approaches to advancing gender, racial, and economic justice for women and gender expansive people, particularly in underinvested communities in New York City and beyond. The Manager will help the Foundation utilize trust-based philanthropy principles in evaluation, including the design and implementation of data collection systems that reflect these values.

The Manager will work closely with the Programs team to collect data that helps share the impact and stories of the Foundation's grantee partners. In collaboration with portfolio leads, the Manager will determine how to uplift and share grantee experiences in public fora, and design public dialogues that broadly disseminate these learnings to a broad audience of stakeholders, including other funders, grantee partners, policymakers, and media.

The Manager will be a point-person for strategic learning for internal staff and cross-departmental collaborations. They are also the point-person for any intern and/or fellow that is engaged to support conducting and evaluating all activities and events for their respective areas of focus.

### **RESPONSIBILITIES:**

#### Evaluation

- Assess and create existing and new data collection systems that reflect the Foundation's values of trust-based philanthropy;

- Support data collection and regularly review incoming information from grantee partners;
- Act as point of contact for grantee partners regarding reporting calendars and deadlines, deliverables and other evaluation materials;
- Review reports and assist with data collection and knowledge management efforts;
- Analyze grantee partner data housed in grants management system, Fluxx
- Build and maintain dashboards that highlight key impact metrics for the Foundation;
- Conduct desk research in partnership with strategic portfolio leads on new and emerging areas for the Foundation's programming;
- Support relationship managers in meetings to help gather grantee partner information that shares the impact of their work;
- Support required reporting by The Foundation to its funders;
- Provide guidance and implement opportunities to increase internal foundation learnings and improve evaluation processes;

#### Strategic Learning and Thought Leadership

- Collaborate with programs team members to manage logic models and help ensure that theories of change are reflected in grantmaking investments;
- Work closely with consultants to develop reports and other materials that convey the Foundation's impact;
- Convene grantee partners for discussions around key themes and learnings from their work;
- Coordinate quarterly public dialogues that engage a variety of stakeholders about learnings from the Foundation's work;
- Develop written materials (e.g., one-pagers, project overviews, stories from grantee partners) that highlight the work of The Foundation and its grantee partners for a variety of audiences;
- Responds to requests for data from external stakeholders, including grantee partners;
- Monitor news and keep current on emerging issues of importance to The Foundation, including trends in philanthropy and evaluation techniques;
- Follow policy changes related grantee partner's advocacy efforts and track key achievements;
- Develop written materials to highlight the Foundation's work (e.g., op eds, blog posts) in collaboration with communications colleagues;

- Represent the Foundation in philanthropic spaces to share findings and practices, funding data and trends with philanthropic and broad audiences related to focus areas (e.g., Women’s Funders Network).

### Foundation-Wide Activities

- Supports quarterly and annual report back to The Foundation on learnings from grantmaking overall;
- Coordinate opportunities for varying Foundation staff and stakeholders to deepen their knowledge of focus areas as well as how they intersect with other Foundation strategies and focus areas;
- Provide team support for funder engagement initiatives and donor events;
- Assist with Foundation-wide activities and events including:
  - Development – contribute to grant writing and reporting for institutional relationships and support staff special events, e.g., Celebrating Women Breakfast;
  - Communications – collaborate on Public Education events, website, and social media updates (i.e., blog-writing, Twitter takeovers).

### Supervisory

- May supervise the work of interns and/or fellows as is needed to advance Foundation strategies.

## **PROFESSIONAL EXPERIENCE AND QUALIFICATIONS:**

- Minimum B.A. or equivalent, plus three to five years of work experience related to programs and evaluation; M.A./M.P.H./M.P.A. or equivalent preferred;
- Knowledge of issues and challenges facing marginalized, under-invested women, girls, and gender-nonbinary communities in New York City, as well as of strategies that advancing gender, racial, and economic justice;
- Excellent strategic and analytical skills including the ability to gain insight from community leadership; develop grantmaking, community building and grantmaking strategies; and collaboratively implement grantee partner-centered strategies;
- Excellent oral and written communications skills;
- Experience and comfort analyzing qualitative data;
- Experience develop and maintaining dashboards and large amounts of data
- Authentic and engaging people skills
- Ability to prioritize and manage multiple projects

- Highly organized, professional, and meticulous with detail
- Ability to be flexible and thrive in a fast-paced, ever-changing environment
- Positive attitude, respectful demeanor, and a sense of humor
- Strong knowledge of Microsoft Office programs, such as Word, Excel, and Teams

**TO APPLY:** Please submit cover letter and resume as one PDF to [hr@nywf.org](mailto:hr@nywf.org) with the title of the position in the email subject line. In the body of the email, please note where you saw the position posted.

**COMPENSATION:** \$80,000 - \$85,000

### **FOUNDATION OVERVIEW:**

The New York Women’s Foundation advances economic, gender and racial justice by investing in women and gender expansive leaders building solutions in their communities. Our bold and catalytic investments in agents of change and community-led solutions move the needle toward justice and equity for all. We celebrate the humanity in each person, and we believe trust-based relationships with people are the foundation of our approach. We see the vibrancy, resiliency, and creativity in communities.

The way we conduct philanthropy—with transparency, respect, and partnership—is as important as what we fund. We believe that all voices count and a participatory grantmaking approach – with guidance and participation from community members, leaders, and stakeholders – advances effective local solutions and long-lasting change. We are often the first to invest in emerging community-led solutions.

**HIRING POLICY:** The New York Women’s Foundation® is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. Diversity and inclusion are long-standing core values at The Foundation. We value differences among individuals including, but not limited to, ethnicity, age, gender, sexual orientation, gender identity, physical ability, national origin, religion, socioeconomic status, as well as beliefs and ways of thinking. We strive to create an inclusive work culture that ensures that all individuals are heard, respected, and supported to do their best work.

All employees and guests to the facility must be fully vaccinated. If you would like to request a reasonable accommodation to be interviewed please request one when applying at [hr@nywf.org](mailto:hr@nywf.org).

**NO TELEPHONE CALLS PLEASE.**