We are looking for the Foundation’s next Learning & Evaluation Manager! The right candidate will relish putting their analytical, technical and communication skills to use in a dynamic and highly collaborative mission-driven organization. The Foundation has a strong and deep commitment to both equity and learning and we look for people who are energized by both.

Background
The Bush Foundation is a private foundation based in St. Paul, Minnesota. The Foundation was established in 1953 by 3M executive Archibald Bush and his wife, Edyth. Today, we invest in great ideas and the people who power them in Minnesota, North Dakota, South Dakota and the 23 Native nations that share that geography. We work to inspire and support creative problem solving - within and across sectors - to make our region better for everyone. Learn more at BushFoundation.org.

Job Purpose and Context
The Learning and Evaluation Manager (L&E Manager) advances the goals of the Bush Foundation by supporting learning and evaluation organization wide. They work across all the Foundation’s program areas to develop and execute evaluation and learning strategies that center equity, transparency and a commitment to learning, growth and maximum impact. This position is part of the 3-person Talent, Learning and Evaluation (TLE) team. This role is managerial in scope and responsibility but does not have direct supervisory responsibilities.

Key Responsibilities
• **Implement the Foundation's first public performance scorecard:** Manage external reporting on the Foundation’s performance by manage the initial implementation and continued development of an on-line public performance “scorecard” that shows community stakeholders how we are working to do more good every year. This scorecard is midway in its development.

• **Lead regular strategic reviews of the Foundation's primary grant programs:** Working closely with program staff, lead regular strategic reviews of the Foundation’s primary grant programs to determine whether the Foundation’s Theories of Change are leading to the impact we seek. This includes partnering with staff to design or implement surveys and/or work with external partners to measure program impact for the three core grant programs we operate - Ecosystem Grants, Bush Fellowship and Community Innovation.

• **Provide support and technical assistance to Community Innovation (CI) grantees:** The Foundation believes that grantees should control their own evaluation and we provide additional resources to them to do this for grants or program-related investments over $1 million. The work of the L&E Manager will be to help them define their key objectives and provide counsel and support on their plans for evaluation and learning.

• **Coordinate cross-foundation process evaluation for open grant programs:** Serve as project manager, working with program teams and external vendors to understand and improve application and selection processes. This includes partnering with staff to design and implement internal and external surveys, as well as guiding staff reflection and learning sessions about our program processes. Our goal with all selection is to provide a simple and supportive applicant and grantee experience that advances equity and encourages people to think bigger and think differently.
• **Serve as an internal expert on the Foundation's data sources and evaluation practices:** Extract data and analyze a wide range of information on applicants, grantees, and investments from a variety of sources, including the Foundation’s grants management system. Work closely with the IT Administrator, other Program Operations team members and Grantmaking staff to ensure high quality data analysis and reporting for internal and external purposes.
  - As needed, be a resource for colleagues on survey design, evaluation planning, data collection and reporting.

• **Share what we're learning:** Work closely with the Talent, Learning and Evaluation and the Communications teams to identify and develop opportunities (learning papers, presentations, other informational materials) to share what's being learned from work the Foundation supports and does.

• **Lead the Foundation’s cross-foundation evaluation team (XFET):** Lead and support this internal team, so that members continue to build their own capacity and understanding to support effective evaluation and learning.

• **Manage research and data-related grants:** Oversee the small portfolio of the Foundation's research and data-related grants, including due diligence, selection, and relationship management.

• **External resource:** Serve as a resource and support in community conversations about evaluation and learning and the Foundation’s approach and practice.

• **Live our values:** Actively demonstrate core organizational values in performing all duties.

**Key Qualifications and Attributes**

- **Significant experience in an evaluation, learning, grantmaking or data management role.** We want some or all of that experience to be with not-for-profit or mission-driven organizations, so there is understanding of the range of approaches to evaluating processes and impact in connection with social and community investments. This would usually require at least five years’ experience in a similar role.
  - Specific skills include reviewing, analyzing, and summarizing quantitative and qualitative data and adapting research methods and tools for specific project goals and context.

- **Collaborative partner.** This job works across programs and across teams inside the Foundation and with grantees and community representatives. You need to enjoy this variety and have an accessible work style so that there can be a free and candid exchange of ideas with people seeking out and welcoming your input.

- **Equity leader.** Ability and interest in bringing a social and racial equity lens to evaluation practice within philanthropy.

- **Technically skilled.** Strong technical skills, including proficiency with Microsoft Office and knowledge of and proficiency with database structures. Experience with Salesforce or other customer relationship management and grant making software is a significant plus.

- **Strong communicator.** Demonstrated skills and interest in using storytelling, data visualization, infographics and a variety of methods to convey complex information in engaging and accessible ways. Strong writing skills are a big plus!

- **Effective project manager.** Strong project management experience with proven ability to prioritize and work independently on multiple projects.

- **Skilled time manager and prioritizer.** Skills required to coordinate work assignments and thrive in a dynamic environment with multiple points of accountability.

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**Job Data**

**Reports to:** Stephanie Andrews, Talent, Learning & Evaluation Director

**Classification:** Full-Time
Starting salary: $104,500

Benefits: We offer excellent benefits, including health, dental, life and disability insurance; generous retirement contributions; professional development and vacation, sick and holiday leave.

Work Environment: The Foundation’s offices are in St. Paul, Minnesota although Bush Foundation staff continue to work remotely during the pandemic. Return to office plans include a hybrid work arrangement (office/work from home on specific days) with timing and details still in the works.

This role may require schedule flexibility and some travel occasionally, to participate in events or meet priority deadlines.

To Learn More:
We have prepared a brief recording to provide more background and information on this role. You can view the 30-minute recording at https://www.bushfoundation.org/job-opportunities. This recording will be available by December 9th.

To Apply:
Please send a cover letter and resume to Talent@BushFoundation.org. We’d appreciate it if you put Learning & Evaluation Manager: [your name] in the subject line.

In your cover letter, please describe your interest in the position and the experience you’ve had that lines up with the qualifications for the job. We’d also love to hear about a time when you’ve gathered some data that led you to a new insight or action.

Applications will be accepted until Tuesday, December 28th.

The Bush Foundation is an Equal Opportunity Employer.

Our Values

Spread Optimism. We encourage individuals and organizations to think bigger and think differently about what is possible. We are positive and supportive in our internal and external interactions.

Work Beyond Ourselves. We actively seek opportunities to work in true collaboration with others to have more impact. We are willing to both lead and follow. We candidly share what we learn with others.

Everybody Matters. We are a champion for both excellence and equity inside and out of the Foundation. We have fair, open and inclusive processes. We work to raise overall quality of life while also closing opportunity and achievement gaps.

Steward Well. We demonstrate appreciation for the Foundation’s history and thoughtfully build on its legacy. We hold ourselves to high standards of integrity and accountability and conduct ourselves in a way we hope would make our founders proud.

More Good. Every Year. We are a true learning organization and work to be smarter and more effective every year. We never lose sight of the reason we exist: to do the most possible good with the resources left to the community by Archibald G. Bush.