

Development Executive, Impact and Performance Assessment Department

About the Organization

UJA-Federation of New York is the largest local philanthropy in the world. For 100 years, we have inspired New Yorkers to act on their values and invest in their community for the biggest impact. Thanks to our network of nearly 100 beneficiary agencies, we can leverage our expertise across any number of areas — including health and human services, arts and culture, and education — to deliver real solutions to real problems. Through a single gift, you can care for New Yorkers of all backgrounds and for Jews everywhere; connect people to their Jewish identity, and respond to crises around the world.

UJA-Federation of New York seeks to hire a professional with substantial experience in evaluation and research to lead our continuing efforts to better clarify our priorities and assess our impact in the community. In addition, this professional will be responsible for maintaining and generating systems that provide data that helps to determine if we are maximizing the effectiveness of the more than \$130 million of grants we make each year. UJA first created the Impact and Performance Assessment Department three years ago. In this time, we have made significant strides in developing both the apparatus for and appreciation of impact assessment. We are looking for an Executive Director that will build upon our successes and carry us to a new level accomplishment.

Position Description

Working collaboratively with leadership and all planning professionals, the Executive Director of Impact and Performance Assessment will assure that research, performance measurement, and evaluation are integral components of the efforts to actualize our vision of a thriving Jewish community. It is essential for the Executive Director be able to build on existing efforts and further develop performance-measurement and evaluation functions that enhance decision-making and ground the work of all departments at UJA-Federation in meaningful data. UJA-Federation has a substantial track record in conducting, supporting, and funding research of all kinds. The Executive Director will supervise a small team, including the Director of Research and additional staff responsible for this area of priority for UJA-Federation. The Executive Director will report directly to the Chief Planning Officer and will be part of the senior management group.

Performance Measurement and Evaluation:

- Continue to design and develop leading edge performance-measurement and evaluation systems and procedures that measure impact, provide indicators of success, and justify investment.
- Maintain and enhance our research and performance-measurement policies and processes for review of programs and initiatives in the all stages of development.
 - Lead and manage organization-wide center of expertise, which includes responsibility for an institutional approach to the measurement and evaluation of initiatives and grant-making, including the recommendation of policies and procedures that improve decision making and our ability to report on outcomes and impact.
 - Collaborate with UJA-Federation's planning and grant-making bodies to carry on efforts to further focus initiatives and programs in order to measure progress towards the collective goal of nurturing thriving Jewish communities.
 - Be the internal expert on a range of impact measurement activities occurring across the institution; be involved in all evaluations.
- Serve as an internal consultant to the team that is implementing holistic organizational assessments. This includes right-sizing the assessment model and tools as well as work with a consulting statistician in pursuit of a smaller, more compact data collection strategy.

Knowledge Dissemination/External Relations

- Serve as the organization's resource for the latest tools, trends, and technology used in assessment through relationships, networking, and participation in associations and a review of best practices in other

foundations. Continue to share these resources across the organization by managing and maintaining the library database of reports, resources, and experts.

- Consider the future of the Jewish Evaluation Network, a global forum for exchange and learning about evaluation findings and methods across grantees, professional evaluators, other funders and academics.
- Prepare/deliver oral and written communications for internal/external reporting and presentations.

Qualifications

- 5 – 10 years of relevant assessment and evaluation experience, including a recent leadership role
- Advanced degree and training in relevant research, assessment, or evaluation practice and methods
- Demonstrated expertise in the assessment profession
- Hands-on experience leading planning, evaluation, or policy analyses, as well as applying a variety of qualitative and quantitative evaluation techniques
- Strong project management experience demonstrating ability to meet multiple deadlines, maintain a high level of organization, move quickly from one project to another, marshal necessary resources, and manage expectations/timelines to achieve results
- Skilled in regard to the latest technology and tools relevant in assessment and evaluation, along with a continual drive to learn. Familiarity with requisite quality controls and metrics
- Able to successfully operate with resources available to nonprofits
- Understands the importance of proactively keeping colleagues and stakeholders informed of progress

Personal Characteristics

- Exceptional presentation, analytical, and interpersonal skills, including ability to interact with a wide range of stakeholders, including lay leaders, senior management, program staff, and grant recipients
- Confidence and executive presence; anticipates/handles unexpected situations with poise
- Asks strategic questions and is eager to have in-depth discussions on key program initiatives; conveys understanding and generates confidence with a focus on substance, not catchphrases
- Engages and works collaboratively; able to effectively manage conflicts, deal with ambiguity, justify recommendations, and respond to issues with clarity and diplomacy
- Consultative approach; operates with a high degree of respect for professional colleagues and delivers value in assessment that is equally compelling
- Clear passion for the mission of UJA-Federation
- Knowledgeable about the Jewish community

How to Apply: Equal Opportunity Employment. Only qualified applicants will be contacted. Please submit your application directly to our job board at <https://recruiting.ultipro.com/UNI1075UJAF>