



PROJECT EVIDENT

Job Title: Program Associate, Nonprofit & Philanthropy Practice

Reports to: Associate Director, Nonprofit & Philanthropy Practice

FLSA Status: Exempt

Prepared Date: March 2023

ORGANIZATION OVERVIEW

Project Evident exists to help organizations harness the power of evidence to achieve greater impact. We do this by offering a comprehensive platform of tools, resources, and services to help nonprofits and funders, state education agencies, and local education agencies improve how they measure, evaluate, and report results, while strengthening their ability to act using this evidence.

Project Evident strives to be a **trusted partner** – to practitioners, funders, and other stakeholders committed to stronger, meaningful, and equitable outcomes for communities and individuals so that all can participate, prosper, and reach their full potential.¹ We believe in the power of data and evidence to address social and racial justice, and seek to advance a next generation ecosystem for actionable evidence building and use. We lean into our mission through our values, specifically:

- *Practitioner Focused* - We center on practitioners, and ground our work in their needs and contexts. We help practitioners strengthen meaningful and equitable outcomes for the communities and individuals they serve, and lift up their work so it can be better understood and supported by funders and policy makers.
- *Committed to Learning, Inclusion, and Transparency* - We are frank, honest, and compassionate with our colleagues, clients, funders, and stakeholders. We seek input and feedback from a wide range of voices and share our learnings openly with others. We recognize that evidence is not immune from the racism and inequities that exist in our society, and strive to understand the context in which we operate and to uphold the principles of belonging, dignity, and justice through our work.
- *Smart, Warm, Approachable and Productive (SWAP)* -
 - Smart - we strive to find practical, implementable solutions
 - Warm - we bring an attitude of heart and positivity and work through discomfort

¹ Language drawn from PolicyLink's definition of equity with their permission.

- Approachable - we keep open and curious minds, welcoming differing viewpoints and valuing the ideas and experiences of our partners.
- Productive - we hold ourselves accountable to the goals and timelines we set with our colleagues and partners, and course correct as needed
- *Oriented to Actionable Evidence* - We work with partners to build and use relevant and timely data and evidence to continuously learn, improve, and make meaningful, equitable, and cost effective decisions both for ourselves and partnering organizations.

POSITION SUMMARY – PROGRAM ASSOCIATE, NONPROFIT & PHILANTHROPY PRACTICE

The Program Associate, Nonprofit & Philanthropy Practice is personally aligned with Project Evident’s core values, will serve as a trusted partner, and desires to actively engage in a supportive and inclusive culture. The Program Associate will provide coordination and support on key activities related to the operations, advisory board and clients served in the Nonprofit & Philanthropy Practice. The Program Associate will ensure that coordination and execution is of a high quality and meets practice, client and network objectives. Tasks will include coordinating group and client meetings, grant research and writing, policy research and publication review. The Program Associate will contribute to client engagements by supporting meetings, conducting stakeholder interviews and providing feedback to the engagement lead. The Program Associate will interface with clients, consultants and other key external stakeholders.

ESSENTIAL DUTIES

The core responsibilities of this position include:

Engagements (60%)

- Serve as a liaison with clients, including coordinating client engagement meetings; shepherding the agenda, sharing key materials and relevant links; taking and sharing notes.
- Manage document review process with clients: request, track and conduct necessary document synthesis.
- Working closely with engagement leads, create, share, update and manage all materials related to each engagement.
- Draft, edit, and deliver high-quality documents for internal and external presentations. Conduct and summarize research on policies and publicly available information as requested.
- Conduct client interviews and assist with qualitative analysis of information obtained.

- Carry out Salesforce administration tasks such as user management, data entry, pipeline management and reporting.

Projects (40%)

- Works with the team to create tools & resources that can be used for multiple engagements and shared more broadly.
- Works with the Practice team to identify and share learning with the broader Project Evident team.
- Assist with Practice Advisory Group meetings, team gatherings and special projects by working closely with the Associate Director to address logistics, develop materials, and conduct appropriate follow-up.
- Support business development activities as directed, including researching potential opportunities and drafting grant proposals.
- Support data entry for the practice in the Salesforce system.
- Anticipate and respond to the needs relative to the Associate Director; coordinate and manage appropriate resources as directed.

EDUCATION AND/OR EXPERIENCE

Minimum Requirements:

- BA degree, or equivalent experience
- Experience conducting research on issue areas and policies

KNOWLEDGE, SKILLS, AND ABILITIES

We are also looking for candidates that have:

- Demonstrated ability to work both independently and collaboratively in a fast paced environment on multiple projects.
- Proven ability to work under tight timelines, accurately assess problems, and develop solutions; ability to effectively prioritize time and tasks.
- Experience working effectively with multiple stakeholders who may have evolving priorities.
- Comfort with ambiguity and ability to respond adeptly to rapidly changing priorities, comfortable in an entrepreneurial environment with fast deadlines.

- Problem solver, active listener who seeks clarification, asks questions, and surfaces solutions.
- Ability to read and interpret data visualizations.
- Self-starter able to independently research and consolidate information including technical documentation and policy.
- Excellent oral and written communication skills, with a proven ability to write clear and concise memos.
- Commitment to high performance culture, participate in giving and receiving feedback and belief in continuous and self-improvement.
- Interest in the social and education sectors. Knowledge of evidence-based policy/practice, nonprofit evaluation, and performance management disciplines a plus.
- High degree of proficiency with Google and Microsoft software including Docs/Word, Slides/Powerpoint, Sheets/Excel, Asana, and Salesforce.
- Familiarity with group collaboration tools (we use Slack, Google Drive, Zoom) or willingness to learn.
- Impeccable attention to detail and extremely high standards for accuracy.
- Proficient in using technology and curious about learning new systems.
- Comfortable in a virtual, distributed environment with fast deadlines.
- Experience working with diverse communities and a deep commitment to learning, performance, racial equity, and building a culture of belonging.

SHARED COMMITMENTS

In addition to our SWAP values above, we seek candidates who share the following and are fully committed to Project Evident's theory of change and aligned with our [Next Generation of Evidence principles](#).

- **Belonging and Accountability.** We value and respect one another while holding each other accountable for delivering outcomes. We grow and reward superb talent.
- **Strong Learning and Problem Solving Orientation.** We insist upon the ability to learn and grow from mistakes, seek clarification, listen and ask questions, identify problems and surface solutions, and help others do the same. We don't sit in uncertainty.

- **Grace Under Pressure.** We don't sit with ambiguity; we are quick to adjust, adapt, and respond with a high level of maturity and empathy.
- **Intrinsically Motivated.** We care deeply about the mission and working with practitioners to deliver better, more meaningful, and equitable outcomes for students and communities.
- **Disagree and Commit.** We are fans of rigorous debate and then we align to support effective implementation.
- **Act with dignity and assume best intent.** We recognize that not all of us are going to use the right language, but all of us are working towards the same goal. We strive to avoid blame and drama.

ORGANIZATIONAL RELATIONSHIPS

The Associate, Nonprofit & Philanthropy Practice reports to the Associate Director, Nonprofit & Philanthropy Practice.

WORK ENVIRONMENT

- Location is flexible.
- Ability to work with a virtual team. The team works across multiple time zones and expects core availability between 10:00am - 4:00pm (ET).
- Must be able to travel domestically on an airplane.

PHYSICAL DEMANDS

- Ability to sit, talk, and listen continuously for up to 8 hours per day.
- Requires fine motor skills, such as typing for up to 4 hours continuously.
- Ability to lift at least 30 pounds.

COMPENSATION & BENEFITS

In addition to engaging in deeply impactful work and joining a highly engaged talented team, you'll have access to a suite of generous benefits including comprehensive medical, dental, and vision plans, a 403(b) with match, life and disability insurances, 15 vacation days (first year) and 12 sick days annually, summer Fridays between Memorial Day and Labor Day, stipends to support remote work, and organizational wide closure between Christmas Eve and New Years. Project Evident also provides funding and release time for professional development, and relevant membership fees. Location is flexible anywhere in the U.S. with a preference for NYC or Boston and the ability to travel as required. The salary range for this position is \$55,000-\$65,000. Contingent upon organization and individual performance,

Project Evident also provides annual bonuses for exceptional performance.

SUBMISSION AND INTERVIEW PROCESS

Candidates wishing to be considered for this position, must submit a cover letter and resume to careers@projectevident.org.

Reasonable accommodation will be made so that applicants with qualifying disabilities may participate in the application process. Please advise in writing of special needs at the time of application.

Candidates invited for a full interview will be asked to complete a skills assessment.

Project Evident, a project of the Tides Center, is an “at-will” and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.

Project Evident is a fiscally sponsored project of the Tides Center. Spin out refers to Project Evident’s current effort to secure its own 501(c)3 and incorporate as a separate independent entity from the Tides Center. When spin out occurs, all staff members will become employees of Project Evident, Inc.