



of SANTA CLARA and
SAN MATEO COUNTIES

Position Announcement Evaluation Manager

About Second Harvest Food Bank

Based in Silicon Valley, Second Harvest Food Bank of Santa Clara and San Mateo Counties is one of the largest food banks in the nation. Currently providing food to an average of 260,000 people every month, Second Harvest is a trusted community-based organization that was founded in 1974. Despite the immense wealth in Silicon Valley, and partly due to the high cost of living, hunger and malnutrition are pervasive. The Food Bank distributes nutritious food, including more fresh produce than almost any other food bank in the country, through a network of 309 nonprofit partners at 985 sites. Second Harvest is pursuing innovative efforts to increase access to food resources as it seeks to feed more hungry people each month. To reach more people, it advocates for anti-hunger policies and connects those in need to federal nutrition programs and other food resources. To learn more about how Second Harvest is building a hunger-free community, visit SHFB.org.

About the Position

We are looking for a highly motivated, energetic, and organized team player to lead evaluation efforts for Second Harvest as we work to end hunger in our community. In this new role, the Evaluation Manager will have the opportunity to lay the foundation for evaluation of programs and services at the food bank, using a data-driven approach to drive program improvements and measure success. This role requires a deep knowledge in evaluation work and the proven ability to bring structure to situations where data is challenging to access. The Evaluation Manager must also be a self-starter who will enjoy being part of a dynamic team.

If selected for this position, you will be responsible for:

- Supporting the ongoing development of a Theory of Change for specific projects
- Developing, managing and implementing an evaluation strategy
- Collaborating with a cross-functional group to define and implement metrics that enable assessment and inform decision-making, including definition, data collection, analysis and interpretation
- Identifying, collecting, and incorporating external data as primary evidence
- Creating and implementing a data strategy, including policies and governance
- Leading the process to evaluate and implement data collection and storage systems
- Establishing mechanisms for rapid feedback and learning
- Championing the importance of data and the role it plays in driving improved decision-making, internally and with partners
- Working with external vendors to further the evaluation efforts
- Establishing a framework and the tools that support the reporting needs of the organization, both at a project level and organization-wide. Deliver required reports and data

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BING CENTER
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Qualifications

- 5+ years of experience in evaluation, using measurement techniques to assess progress and inform decision-making
- Bachelor’s degree or higher, preferably in social science, statistics, measurement, evaluation or a related field
- Experience in evaluation and impact, including building the systems and processes needed to support the efforts
- Experience managing the development of data, internal and external data sourcing, data quality and privacy, and analysis
- Experience with data analysis applications (e.g., R, SPSS), business intelligence tools (e.g., Tableau, PowerBI, Glik), data management concepts (e.g., SQL, ETLs) and cloud data management resources (e.g., AWS, Google Cloud)
- Experience in designing and executing small tests of change to drive continuous improvement
- Experience managing vendor evaluations and vendor relationships.
- Team player. Ability to lead and collaborate with internal and external stakeholders
- Excellent communication skills. Demonstrated ability to communicate ideas clearly - orally and in writing.
- Demonstrated success in project management
- Proactive self-starter and able to work independently

Reports To:	Client Marketing Manager
Location:	750 Curtner Ave, San Jose, CA 95125
Hours:	Full-Time, Exempt. Regular schedule with occasional weekends and evenings.
Compensation:	Competitive salary commensurate with experience. Generous health benefits, Flexible Time Off (FTO) starting at 200 hours/year, ten paid holidays, and excellent retirement savings plan

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EOE

UNDER-REPRESENTED GROUPS ARE ENCOURAGED TO APPLY

