



## POSITION DESCRIPTION

<b>TITLE</b>	<b>Evaluation Specialist</b>
<b>FTE/CLASSIFICATION</b>	1.0 FTE/Exempt
<b>REPORTS TO</b>	Vice President of Programs
<b>SUPERVISES OTHERS</b>	Yes
<b>COMPENSATION</b>	\$78,000 to \$91,000 plus benefits
<b>EDUCATION</b>	Master's degree in health education, social science, or related field of study. Ph.D. preferred.
<b>DESCRIPTION</b>	The Evaluation Specialist develops scientifically robust evaluation methodologies, engages in data analysis for reporting, responds to requests for grant proposals, and provides grant writing. This position supports designated contracts related to health initiatives that advance food systems, nutrition, physical activity, policy and environmental change models, and associated programming.
<b>LOCATION</b>	Lansing, MI

## ESSENTIAL FUNCTIONS

- Conducts comprehensive data evaluation and advanced statistical analysis for multi-million-dollar grants and large-scale projects using established collection methodologies and reporting tools to assess program goals, objectives, and outcomes.
- Creates new evaluation design methods and tools to support data collection and reporting including quantitative and qualitative data.
- Tracks programming progress and communicates outcomes.
- Addresses questions and anticipates, identifies, and removes roadblocks throughout the project.
- Completes compliance review and ensures contract oversight meets requirements for funding.
- Conducts off-site field evaluations in both indoor and outdoor settings for data collection.
- Applies equitable evaluation framework to all organization projects.
- Provides technical assistance and evaluation support to local agencies with implementation to ensure data evaluation accuracy.
- Creates training materials and presentations for delivery on evaluation topics.
- Delivers training and support responding to questions regarding the program's deliverables for quality, maintenance, and distribution purposes.
- Reviews requests for funding, writes proposals, and engages in evaluation capacity-building through relationship building, training, and compliance oversight.
- Writes grant proposals for designated programs to obtain funding.
- Contributes to publications and reports to explain evaluation processes and present information on a variety of topics and findings at national conferences.



- Supervises assigned contracts to ensure program evaluation needs are met.
- As necessitated by projects and grants, manages one or more program managers, fellows, or interns including training, coaching, day-to-day work assignments, program review, performance management, and mentorship.
- Performs other duties and responsibilities as required or assigned.

## **EDUCATION/EXPERIENCE**

- Master's degree in health education, social science, or related field of study.
- Ph.D. preferred.
- Three or more years of experience in the evaluation of large projects.
- Prior experience in program content evaluation and statistical analysis (design, qualitative and quantitative methods of analysis, primary and secondary data analysis, meta-analysis, and/or data management).
- Public health and/or grant writing experience preferred.

## **KNOWLEDGE/SKILLS/ABILITIES**

- Excellent knowledge of data collection, validation, and evaluation tools used in nonprofit programming.
- Proficiency in statistical analysis tools to collect data and supply findings in a timely manner.
- Ability to apply health program evaluation concepts across different programming needs in a timely manner and provide support to others.
- Excellent critical thinking skills.
- Excellent written and verbal communication skills with the ability to communicate in publications and reports.
- Ability to build partnerships with internal and external customers.
- Excellent competency in computer skills in Microsoft Word, Excel, PowerPoint, and virtual meeting systems.
- Ability to exercise a high degree of confidentiality and independent judgment.
- Strong integrity and professionalism.
- Ability to travel domestically and internationally, with some weekend and overnight stays for training.

## **PHYSICAL REQUIREMENTS**

- Talking – expressing or exchanging ideas by means of the spoken word to impart oral information to others accurately (6-8 hours daily).
- Hearing – perceiving the nature of sound by the ear (6-8 hours daily).
- Sitting – remain in a seated position (6-8 hours daily).



- Standing – remaining on one’s feet in an upright position at a workstation without moving about (1-2 hours daily).
- Lifting – raising or lowering an object under 50 lbs. from one position to another (infrequently).
- Office Environment – general office work environment (6-8 hours daily).
- Travel - travel required by car, train, and plane domestically and internationally (up to 10% annually).

## **BENEFITS AND WORKLIFE BALANCE**

- Paid time off starting at four weeks for a calendar year, pro-rated based on start date.
- Fourteen paid holidays and a paid winter break office closure in late December.
- Flexible hybrid work schedule.
- Provision of up-to-date technology and support.
- Parental leave policy and infant-at-work program in addition to bereavement, military, and jury/witness duty leaves.
- Group health plan, including medical, dental and vision, as well as options for flexible spending accounts or health savings accounts.
- Annual wellness benefit reimbursement to support staff in engaging in a physically active, healthy lifestyle inside and outside of work.
- 401k plan with 5% employer contribution and additional match up to 3%.
- Employee assistance program with free professional support for a variety of life's challenges.

## **OTHER INFORMATION**

- Must be able to attend periodic in-state and out of state, multi-day trainings and conferences with reasonable accommodation.
- Must be able to constantly operate standard office machines, and constantly communicate with internal staff as well as external partners remotely.
- Must be able to frequently remain in a stationary position as well as move about in the course of general duties.
- Must be authorized to work in the U.S.
- Will work in usual office working conditions where noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.
- Have a valid driver’s license and be able to provide proof of current, valid auto insurance (preferred but not required).
- All staff will be expected to follow mandated safety protocols to protect against COVID-19 transmission.

## **HOW TO APPLY**



Email your cover letter, resume, and writing sample to Mary McGuire at [mmcguire@michiganfitness.org](mailto:mmcguire@michiganfitness.org) by December 30, 2023, or until a suitable candidate is identified. Include *Evaluation Specialist* in the subject line.

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*Michigan Fitness Foundation is an at-will employer. The above position description describes the position currently available and is not intended to be an employment contract. Michigan Fitness Foundation reserves the right to modify the duties or position description at any time.*

*Michigan Fitness Foundation provides equal employment opportunities to all applicants without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, status as a Vietnam-era or disabled veteran, or any other characteristic protected by law.*