



## Research and Evaluation Analyst

The Leon Levine Foundation is seeking a passionate and results-oriented Research and Evaluation Analyst to join our team. You will be responsible for assisting in the monitoring, evaluation, of grants and impact investments, ensuring that our work is making a positive difference in the lives of the TLLF customer and providing data-driven insights to inform decision-making and grant-making.

The Research and Evaluation Analyst is responsible for conducting internal research, monitoring, and evaluation studies and creating actionable data visualizations and reports in Tableau. The Analyst coordinates with other teams on research efforts, seeks qualitative and quantitative feedback from customers, and provides support to mission area teams and other TLLF departments on research- and program evaluation-related questions.

### Responsibilities:

- Assist with development and implementation of a comprehensive grant evaluation framework aligned with the foundation's mission areas: Human Services, Healthcare, Education, and Jewish Values, including key performance indicators (KPIs), logic models, data collection tools, and analysis methodologies.
- Lead the gathering, analysis, and interpretation of data related to our grant and impact investment impact, ensuring data accuracy and integrity in collaboration with the Information Management team.
- Assess the social impact of funded organizations/initiatives and impact investments, measuring progress towards desired outcomes and identifying areas for improvement.
- Contribute to the development and implementation of impact management tools and systems.
- Lead data collection and analysis for ongoing program evaluations and research projects using statistical software and data visualization tools.
- Conduct literature reviews and research relevant to specific evaluations and foundation priorities.
- Prepare clear, concise, and informative reports summarizing research findings and recommendations for internal and external audiences.
- Extract data from the CRM (Salesforce) databases to create reports and dashboards.
- Maintain and update foundation databases and documentation related to evaluation and impact activities.
- Translate complex data into clear and compelling narratives that showcase the value and impact of our work.
- Collaborate with program officers and other team members to develop and implement strategic initiatives.
- Develop and manage strong relationships with stakeholders, including program teams, leadership, and external partners, to ensure alignment and collaboration on impact measurement.
- Coordinate any related projects or initiatives related to impact measurement.
- Prioritize and ensure the integrity and security of TLLF data. Adhere to ethical standards and understand data privacy and compliance regulations.
- Participate in professional development opportunities, including workshops, webinars, and conferences.
- Stay current on research trends, methodologies, and best practices in the foundation's area of focus, philanthropy, and impact assessment.
- Other duties as assigned.

### Skills and Qualifications:

This candidate will be a well-rounded researcher who possesses a combination of research methodology and technical skills, interpersonal abilities, and a commitment to ongoing learning. This combination enables the position to contribute significantly to the success of research, evaluation, and impact assessment within the organization through collaboration within and across teams.

- Master's degree in social science, public policy, economics, evaluation, or a related field (or bachelor's degree with 5+ years of research experience).
- Minimum 2-3 years of experience in an applied philanthropic, non-profit, university, or community-based setting in research, program evaluation, or impact assessment.
- Strong analytical, quantitative, and data management and interpretation skills, including experience with data analysis tools and statistical software.
- Proficiency in data analysis software (e.g., Excel, SPSS, Stata) and research databases.
- Ability to conduct descriptive and inferential statistical analyses, including analysis of variance, linear regression, and advanced techniques.
- Excellent written and verbal communication skills, with the ability to present complex information clearly and concisely to various stakeholders.
- Ability to adapt to changing circumstances and resiliency to overcome setbacks.
- Strong personal integrity, along with curiosity and humility to learn about and from others.
- Demonstrated high commitment to service and a passion for driving the Foundation's mission and values.
- Excellent written and verbal communication skills, with the ability to present complex information clearly and concisely.
- Familiarity with a mix of qualitative and quantitative methods.
- Ability to develop and conduct surveys, interviews, focus groups, document review, and field observation.
- Proficiency in data visualization software (Power BI, Tableau).
- Proven ability to manage multiple projects simultaneously and meet deadlines, working effectively both independently and collaboratively as part of a team.
- Strong attention to detail and a commitment to accuracy.
- Passion for The Leon Levine Foundation's mission areas: Human Services, Healthcare, Education, and Jewish Values, and a desire to contribute to positive social change.

#### **Benefits:**

- Competitive salary, bonus, and discretionary grant pool
- You will be eligible for review and performance-based compensation adjustment each June 30
- 401(k) with a 5% company match
- Employee Health Insurance (75% employer paid premiums)
- Employee fully paid dental, disability, and life insurance
- 15 days of annual leave, prorated for the first year and increases with continued employment, along with 10.5 paid holidays and paid sick leave.
- Lifestyle Spending Account
- Opportunity to work on meaningful projects that make a real difference in the world
- Collaborative and supportive work environment
- Professional development opportunities to advance your career in impact measurement and evaluation

#### **The Fine Print:**

The Leon Levine Foundation supports an environment that is free of harassment and retaliation and does not discriminate in employment on the basis of age, gender, sexual orientation, race, religious belief, color, national origin, physical or mental disability, or any other status protected by federal, state, or local laws.

**Learn more about who we are and what we do: [www.leonlevinefoundation.org](http://www.leonlevinefoundation.org)**