

**JOB POSTING**  
**IMPACT AND EVALUATION SPECIALIST**

**THE ROLE**

We are looking for an experienced program and process evaluation specialist to develop and implement strategies to evaluate the impact of Hamilton Community Foundation's (HCF) programs and initiatives. Using a community-based, participatory approach, the Impact and Evaluation Specialist will use findings to assess impact, inform quality improvements and support organizational decision-making. This position is also focused on implementing evaluation learnings by leading internal and external projects that advance HCF's strategic plan priority areas.

**WHAT WE'RE LOOKING FOR**

You are an experienced researcher who knows quantitative and qualitative research methods. You're at home in creating logic models and deeply familiar with different types of research design. You're equally comfortable completing ethics board applications, conducting literature reviews and collecting data.

You're a strong and compelling communicator and able to disseminate evaluation findings and knowledge to a variety of audiences in accessible ways. You're also a natural leader who enjoys leading projects and building and maintaining relationships with a wide range of external partners, including community members, education institutions, non-profit organizations and different levels of government, all of which are central to HCF's work.

The Impact and Evaluation Specialist is an important member of the Foundation's team. They identify lessons, gaps and promising practices that emerge from evaluation findings as well as provide recommendations for the continuous quality improvement of community initiatives, granting programs and organizational policies/processes.

To be successful in this role, you'll need to be interpersonally savvy, demonstrate strong facilitation skills and regularly use your problem-solving abilities. You'll also need to have strong technical and time-management skills, as well as stellar communication skills and the ability to efficiently manage multiple projects across teams.

**WHERE YOU ARE NOW:**

Ideally, you have the following qualifications:

- A post-secondary degree or equivalent combination of education and social sciences experience.
- Five years' experience in the not-for-profit sector or a related field.

# HAMILTON COMMUNITY FOUNDATION

- Knowledge of quantitative and qualitative research methods.
- Experience in research, research ethics, program design and evaluation.
- Committed to equity, diversity and inclusion, and using an anti-oppressive, trauma-informed approach that is grounded in participatory approaches to community engagement.
- Formal project management experience, the ability to co-ordinate multiple concurrent projects and meet overlapping deadlines, and strong attention to detail.
- Strong communication (written, verbal and interpersonal) and group facilitation skills.
- Able to critically analyze programs and initiatives as well as anticipate the information needs of different internal and external stakeholders.
- Proficient with Microsoft Office (Word, Excel & Power Point) as well as experience with quantitative and qualitative analysis software.
- Proven relationship and partnership builder and strategic connector.

**Job type:** Permanent, full-time, hybrid work environment

**Hours:** Monday-Friday, 8:30am-4:30pm

**Salary Range:** \$64,000 to \$68,000, commensurate with experience, plus benefits. Throughout the process, we'll learn more about your skills and experience, which will help us determine your starting salary based on what you bring to the team.

## APPLICATION INSTRUCTIONS

1. Deadline is Tuesday, September 6, 2022
2. To apply please email your resume with cover letter to our consulting partner [hcfjobs@pollinate.net](mailto:hcfjobs@pollinate.net). In your cover letter, please answer the following questions:
  - Why would you like to work for Hamilton Community Foundation?
  - What does a community-based approach to evaluation mean to you?

*Hamilton Community Foundation is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. We encourage applications from diverse populations and equity-seeking groups, including applicants who require accessibility accommodations. If contacted for an employment opportunity, please advise us if you require an accommodation.*

*As a condition of employment, you are required to provide proof that you are fully vaccinated against COVID-19 or provide proof of valid exemption satisfactory to HCF. You must acknowledge and agree to comply with any future COVID-19 vaccine policy requirements as an ongoing condition of employment at HCF.*

## **ABOUT HAMILTON COMMUNITY FOUNDATION**

*Hamilton Community Foundation has been working to drive positive change in Hamilton since 1954. We do this by helping people give in a way that has meaning to them and impact in the community, providing grants and financing to charitable organizations and initiatives and bringing people together to address priority issues that affect Hamiltonians. Last year HCF gave 918 grants to 344 charities, totalling \$13.6 million and had loans of 11.9 million to local charities.*

*Find out more at [www.hamiltoncommunityfoundation.ca/careers](http://www.hamiltoncommunityfoundation.ca/careers).*