



Nonprofit Consultants

EXECUTIVE SEARCH CONSULTANTS

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PROGRAM OFFICER FOR RESEARCH, EVALUATION AND COMMUNITY REPORTING THE PITTSBURGH FOUNDATION, PITTSBURGH, PA

PERFORMANCE PROFILE

BACKGROUND

The Pittsburgh Foundation is the 12th largest community foundation in the country. Our mission is *to improve the quality of life in the Pittsburgh region by evaluating and addressing community issues, promoting responsible philanthropy, and connecting donors to the critical needs of the community.*

In 2009, the foundation adopted a strategic plan (<http://pghfdn.nidhog.com/node/1759>) calling for efforts to foster a vibrant democracy, which includes providing rigorous and timely research and providing opportunities for community-based civic engagement so that individuals and communities can have access to the evidence necessary to become effective activists for social change. Since the adoption of the strategic plan, the Foundation successfully launched numerous programs including PittsburghGives, the Public Service Journalism Project, the Improving Local Government Project, a fund dedicated to support nonprofit organizations working to advance African American arts in the region, and a new initiative to enhance the capacity of African American led nonprofit organizations.

The Pittsburgh Foundation has 33 full-time employees, and assets of close to \$550 million, a dynamic and influential Board of Directors, and offices in PPG Place in downtown Pittsburgh.

Additional information can be found at <http://www.pittsburghfoundation.org/>

POSITION OVERVIEW

The **Program Officer for Research, Evaluation and Community Reporting** is a new position, created in response to emerging needs in the organization, primarily related to the new strategic plan, as well as a need to provide data, evaluation results and research to internal and external constituencies. Reporting to the Senior Vice President for Program & Policy, this position is responsible for the design and implementation of research around critical community initiatives for internal and external constituents and communicating the outcomes and findings to those constituents through civic engagement initiatives. The position is also responsible for carrying out inquiries that assess the effectiveness and impact of grantmaking, special projects, convening and civic engagement and to participate in the design of initiatives that will report these findings to the community. The Program Officer will oversee the research and reporting functions of the Civic Engagement and Democracy Initiative of the Foundation, which seeks to provide rigorous, reliable and timely information to the community around key issues of concern. He or she will also oversee, in consultation with the Program and Policy Committee and appropriate consultants, the Foundation's Medical Research Program.

Additional responsibilities include, but are not limited to:

- Prepare board, management and community reports on results of foundation initiatives.
- Assist with the communication of information obtained from foundation initiated projects to internal and external constituents.
- Provide support, as directed, to all foundation activities.

KNOWLEDGE, SKILLS AND ABILITIES

The ideal candidate for this role has a blend of the following:

- An advanced degree or equivalent experience in research in the humanities, natural or social sciences, or educational research discipline, with particular emphasis evaluation and assessment

- Evidence of deep knowledge of quantitative and qualitative methodologies as well as summative and formative research models
- Prior demonstrated social science or applied research and report generation, from which action, policy or system change was an outcome
- Five years experience in evaluation in nonprofit or government setting required, ten years preferred
- Evidence of working in settings where a sense of urgency was needed to meet project deadlines
- Evidence of impeccable verbal and written communication competencies
- Strong work ethic and work history that would evidence commitment to the foundation's community leadership model, mission and beliefs
- Evidence of the interpersonal skills necessary to work with a diverse range of individuals
- Excellent project management skills, particularly in an environment with competing demands and overlapping projects

COMPENSATION

This position has an attractive salary, consistent with Program Officer roles at other foundations of similar size, scope and scale. In addition, this position has an extremely attractive benefits package that includes health, dental and vision insurance coverage, retirement benefits and paid time off.

TO APPLY

Individuals wishing to discreetly discuss this role may contact Todd Owens, Principal, Dewey & Kaye, 412.434.1335 or towens@deweykaye.com. Qualified individuals may apply confidentially by submitting resume, cover letter and compensation requirements as MS Word attachments to: resumes@deweykaye.com. Please reference the following in the subject line of your email: **Program Officer, The Pittsburgh Foundation (#174-MH687)**.

Candidates must submit materials no later than Monday, September 27, 2010. If you do not receive an email confirmation of your submission within 3 business days, please call Dawn Kopp at 412-434-1335. Please direct all inquiries related to this position to Dewey & Kaye.

The Pittsburgh Foundation is an Equal Opportunity Employer.