



EVALUATION AND IMPACT MANAGER

THE FOUNDATION

The DC Bar Foundation (DCBF), a 501(c)(3) organization established in 1977, funds, supports, and improves legal representation for the poor, vulnerable, and otherwise disadvantaged in DC, and we are committed to the vision that residents of the District have equal access to justice, regardless of income. We provide grants, training, and technical assistance to DC legal aid organizations and award loans to DC poverty lawyers to help with their educational debt.

The Foundation is located in the WeWork community on M Street in SE Washington DC, right next to the Navy Yard/Ballpark Metro Station (green line).

OPPORTUNITY

The DC Bar Foundation seeks a determined individual to join our team as an Evaluation and Impact Manager. This person will raise the profile of the organization, strengthen internal capacity, and communicate the Foundation's impact in the community. In addition, the Evaluation and Impact Manager will work with external consultants to conduct evaluations.

JOB DUTIES

The following list of duties is not exhaustive. The Foundation may also outline additional duties and responsibilities that are not included in this job description.

- Develop and support the Foundation's work as a thought leader
- Assist leadership with developing the organization's strategic goals
- Assess the organization's performance against its strategic goals at year end
- Communicate the impact of the Foundation's funding to external audiences
- Lead program evaluations conducted by external consultants
- Research and stay abreast of civil legal aid on an ongoing basis
- Work closely with Programs Officers to enhance data collection and monitor the Foundation's grantees
- Develop biannual reports in coordination with Programs Officers for internal and external audiences
- Assist the Programs Officers with reviewing, grading, and developing grant award recommendations annually

MINIMUM REQUIREMENTS

- Bachelor's degree with an emphasis in evaluation, research methods, public policy or a related field
- At least five years of experience handling responsibilities similar to those mentioned above
- Experience working on full life-cycle program evaluation and impact assessment projects
- Nonprofit work experience or for-profit work experience with nonprofit clients
- Profound knowledge of program evaluation concepts and applications
- Understanding of nonprofits



THE IDEAL CANDIDATE WILL ALSO POSSESS THE FOLLOWING QUALITIES:

- Initiative, good judgment, and problem-solving skills
- Strong project management skills and willingness to build a new program
- Strong written and verbal communication skills required, with experience creating reports for a variety of technical and non-technical audiences
- Ability to translate legal and/or technical wording into language that is easily understood
- Ability to interact with all levels of an organization, including executive-level leadership, both internally and externally
- Ability to serve as internal support and willingness to transition knowledge base to others

COMPENSATION PACKAGE

- Salary commensurate with market and experience
- Generous health coverage including paid medical, dental, vision, life and disability insurance
- Health Flexible Spending Account
- 401(k) retirement plan with matching contribution
- 12 paid holidays per year, plus annual office closing between Christmas and New Year's
- 15 days of paid vacation
- Accrued sick leave
- Transportation subsidy

HOW TO APPLY:

Candidates should submit a resume and cover letter with salary requirements.

To apply, please visit the link [below](#):

<https://dc-bar-foundation.hiringthing.com/job/76006/evaluation-and-impact-manager>

ADA/EEO STATEMENT

Persons with mental or physical disabilities as defined by the Americans with Disabilities Act are eligible for this position as long as they can perform the essential functions of the job after reasonable accommodations are made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible for this position.

The DC Bar Foundation provides equal employment opportunity to all individuals. We do not discriminate on the basis of race, religion, sex, age, national origin, veteran status, disability, or any other characteristic protected by state, federal, or local law.