

Mellon/ACLS
PUBLIC FELLOWS PROGRAM 

Job Title:	Program Evaluator
Organization:	Community Partners
Location:	Los Angeles, CA
Stipend:	\$67,500 with health insurance for the fellow
Start Date:	September 1, 2017

ORGANIZATION DESCRIPTION

Community Partners offers expert guidance, essential services, and a strong dose of passion to help foster, launch, and grow creative solutions to community challenges. For close to 25 years, hundreds of individuals, groups, foundations, and other institutions have worked with Community Partners to create new nonprofit projects, establish coalitions, and manage major philanthropic initiatives to benefit the region. Across all program areas, Community Partners works toward our organizational vision: a vibrant society in which individuals and institutions use knowledge, resources, and relationships to build equitable, democratic, and thriving communities. Our work includes:

Fiscal Sponsorship: We provide the structure, finance and administrative services, expert counsel, and connections that help nonprofit leaders succeed.

Grantmaker Partnerships: We help foundations, corporations, government agencies, and other institutions achieve greater impact.

Knowledge Sharing: We offer workshops, reports, speaking engagements, and a range of publications to help strengthen the field.

Community Partners today works with upwards of 150 projects and initiatives and manages over \$42 million in revenues annually. Our work spans the fields of civic engagement, arts and culture, education, social justice, health, public policy, social services, and youth. To learn more, please visit us at www.communitypartners.org.

POSITION DESCRIPTION

The Program Evaluator reports to the Director of Programs and will be responsible for creating an evaluation framework for fiscal sponsorship that will help Community Partners assess the impact of our assistance to our sponsored projects. As a member of our fiscal sponsorship team, the Program Evaluator will also serve as a resource to our fiscally-sponsored projects to help them assess and design their individual data collection and evaluation needs.

The Program Evaluator will be expected to:

- Work with colleagues on Community Partners' core staff to develop a framework for employing data collection, analysis, and synthesis in support of data-based decision making to help guide our selection process and capacity-building and training efforts with fiscally-sponsored projects.
- Lead an evaluation workgroup within Community Partners' core staff to manage the data collection and analysis within our fiscal sponsorship program.

This position is *only* available through the Mellon/ACLS Public Fellows program.
You may *not* contact the host institution to inquire about this position.

- Update and refine Community Partners' analysis and promotion of the financial benefits of fiscal sponsorship as a path to nonprofit sustainability.
- Interact with emerging civic entrepreneurs and nonprofit leaders in our fiscal sponsorship program to assess and support their data collection and evaluation needs.
- Analyze evaluation methods and demonstrate creative problem solving.
- Keep abreast of current trends and issues in Los Angeles and in the national nonprofit sector, and state-of-the-art approaches in organizational and leadership development.
- Work in collaboration with other program staff to oversee logistics and plan content for peer-learning gatherings, trainings, and conferences.
- Prepare reports, correspondence, proposals, and other documents.
- Document and disseminate findings in various formats, targeting specific audiences.
- Perform other duties as assigned.

By the end of the fellowship, the Program Evaluator will be well prepared to serve in a range of fields, including public policy, program development, community development, civic engagement, organizational or community capacity building, evaluation, or philanthropy.

QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Experience with or sincere interest in working with diverse groups and in a team environment, with a collaborative and consultative style;
- Excellent organizational, analytical, and written/oral communication skills; strong writing and editing ability required;
- Ability and desire to work with a wide range of community leaders, from grassroots efforts to multi-million-dollar initiatives;
- Ability to manage multiple priorities and deadlines;
- Experience with planning content and logistics for meetings and trainings a plus; and
- Ability to travel within Los Angeles County on a regular basis, with national travel possible for conferences and meetings two to three times a year.

APPLICATIONS

- Information on the Mellon/ACLS Public Fellows Program:
www.acls.org/programs/publicfellows
- All applications must be submitted through the ACLS Online Fellowship Application System (ofa.acls.org)
- Application deadline: March 22, 2017, 8 p.m. Eastern Daylight Time

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