



EVALUATION SPECIALIST JOB ANNOUNCEMENT

TITLE	Evaluation Specialist
FLSA STATUS	Non-Exempt
PAY CLASS	Full-Time
REPORTS TO	Manager, Consulting Services
LOCATION	Santa Ana, California (Hybrid Schedule- 2 days remote/3 days on-site)

Who is Charitable Ventures?

Charitable Ventures was created to make sure nonprofits are resilient, effective, and empowered so they can serve their communities when they are needed most. Aiming to make our community more socially, racially, and economically just, our employees guide and design strategies to effectively address those needs.

Do you have a passion for Evaluation, Research and Data Analysis?

If so, your passions align with the Charitable Ventures mission!

What are we looking for in our next team member?

Answer the questions below to see if you may be our new team member!

Are you ready to:

- Develop evaluation plans, data collection and analysis, develop data visualization products, and write up reports synthesizing the evaluation findings.
- Create, edit, and/or review products and services related to CV's research and evaluation needs
- Conduct workshops, meetings, presentations, and planning sessions, as appropriate to the scope of work for the assigned project/client.
- Communicate with the CV Client Lead and client (as appropriate) regarding project deliverables and status updates.
- Provide backup support to CV Client Leads in tracking the status on all deliverables and timelines for clients.
- Adhere to the established quality processes and ensure that resulting deliverables meet CV quality standards, prior to delivery to the client.



- Managing and coordinating project deliverables between team members, as assigned by CV Client Lead.
- Active participation in planning and executing production of deliverables, with timely communication to Client Leads in regard to efficient hours usage, changes in deliverable status and production pivots.
- Support Client Services community engagement activities with logistics, such as working with vendors, coordinating supplies, and being onsite for event support.
- Respond to client inquiries and direct them to CV team members as appropriate.
- Represent Charitable Ventures at events, as appropriate to the project.

If you answered yes to any of the questions above, your next career may be waiting for you at Charitable Ventures! And we would love to explore it with you.

Job Summary

- 1) The Consultant brings expertise to Charitable Ventures' Consulting Services, providing our nonprofit partners with evaluation and research services. The primary responsibilities of the Consultant are to provide evaluation direction and support.
- 2) Work collaboratively with the Consulting Services team to ensure quality deliverables.
- 3) Produce deliverables as assigned, meeting quality standards and scope of work timelines.

What are the desired qualifications?

Education:

Bachelor's degree required; advanced degree in relevant field (e.g., policy, social work, or public health) desired.

Experience:

Five (5) years of research, evaluation, and data analysis experience.

Compensation Commensurate with experience, education, and market (\$27.81 to \$35.00 per hour)

Benefits

- All employees: 401(k) voluntary employee contribution



- Full-time employees (30 or more hours per week): health insurance (medical, dental, vision); paid time off; company-wide holidays
- **But the most rewarding benefit is your ability to contribute to building stronger communities!**

Is this job not a right fit for you? Maybe it is for a colleague, friend, or neighbor. Please refer anyone that may be a good fit! And check back for other postings as you may become a team member through *your* unique skills and experiences!

Company Summary

Launched in 2007, Charitable Ventures is a non-profit organization dedicated to creating positive social impact through transformative ideas and investments. The agency provides incubation, sponsorship, and capacity building services such as planning, facilitation, and evaluation for funders, non-profit organizations, government, and community leaders throughout California.

Charitable Ventures maximizes the impact of emerging and established nonprofits, as well as donors and foundations with a passion for change – and is considered an essential part of the nonprofit sector infrastructure in Southern California. Since inception, it has fiscally sponsored more than 60 projects that address a wide array of social issues.

Applications: Please send cover letter and resume to HR@charitableventuresoc.org.

Charitable Ventures is committed to the principle of equal employment opportunity. In all that we do, Charitable Ventures supports its clients, projects, staff and partners through our commitment to equity, economic and social justice, diversity and inclusion, and in ways that uplift our communities' assets and potential.