



**Provide, Inc.**  
**Director of Program Evaluation**  
**Remote Work, Full-Time Position**

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Provide is seeking a curious, communicative evaluation expert with excellent data analysis and visualization skills to lead the evaluation of our programs. The Director of Evaluation, in close collaboration with organizational and programmatic leadership and staff, will shape how Provide measures and communicates about the impact of its training interventions on healthcare and social service providers and the people in their communities who are seeking abortion and other stigmatized care. This role is critical to maintaining the integrity of evaluation for our core abortion referrals training while ensuring that our methods and data collection are right-sized for our capacity and priorities. The evaluator in this role will help us ask the right questions about our work by designing creative evaluation for new training and programming at the intersections of abortion access, stigma, and continuity of care. They will lead the redesign of Provide's evaluation database, in collaboration with directors from our communications and programs department, to streamline and integrate the way we track and leverage data about program impact and relationship at Provide. We are looking for a sharp, strategic thinker who easily connects the details of their evaluative work with our larger priorities and opportunities in the field and can clearly and expressively communicate relevant insights to internal stakeholders. Our ideal candidate is also committed to integrity in their work and applies values-based lenses to evaluation methods and plans to ensure our methods for measuring impact match said values.

**About Provide**

Founded in 1992, Provide is a national remote-work organization working to ensure that there is access to abortion, especially for those living in rural communities and Southern and Midwestern states. Provide educates and supports health and social service providers to be able to give the care and support those facing an unintended pregnancy need. Our work is rooted in the on-the-ground realities of people's lives and of the systems and resources that are available to them. We believe that everyone has a role in supporting access to abortion care and that by giving people the tools and resources to play their role we can transform the way abortion is experienced where improved access is needed most.

Provide is an equal opportunity employer. People of color, women, LGBTQIA+, Trans and Nonbinary people, and those with disabilities are strongly encouraged to apply.

**Description**

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This position is a full-time (40 hr/week) remote work position based in the US. This position currently reports to the Managing Director. As Director of Program Evaluation, this individual is the key architect of program evaluation strategy working in close partnership with organizational and departmental leadership, and manages all activities associated with the systematic exploration of the process, impact, and insight questions related to program work and of questions relevant to the design process of future programs. The Director of Program Evaluation manages all consultant and vendor relationships associated with the execution of evaluation work. The Director of Program Evaluation manages planning and budgeting for the evaluation department and as indicated by organizational growth, staffs and supervises the department.

***Responsibilities include, but are not limited to:***

**Implement Program Evaluation Strategy – 65%**

- **LEAD IMPLEMENTATION OF ABORTION REFERRALS STRATEGY EVALUATION**
  - Maintain, refine, and document data collection, analysis, and reporting practices for Provide’s flagship abortion referrals training
  - Collaborate with programmatic leaders and staff to ensure seamless implementation of data collection analysis into programmatic activities
  - Supervise staff and consultants in support of data collection and analysis activities, as needed
- **DESIGN AND LEAD IMPLEMENTATION OF EMERGENT PROGRAMMING EVALUATION**
  - Leads the creation and implementation of program evaluation plans for newly developed trainings and interventions, including Provide’s virtual and technical assistance offerings, including but not limited to the following activities:
    - Facilitating the identification of key questions that have clear relevance to the program’s effectiveness along feasible and credible indicators
    - With other department leadership, ensuring effective infrastructure to facilitate data collection, management, and analysis
    - Identifying and/or creating appropriate data collection tools (e.g. interview protocols, survey instruments), selecting appropriate methods of data collection, and training relevant staff in their data collection role
    - Developing and submitting human subjects applications and renewals for research and evaluation activities
  - Conduct rigorous data analysis to spot trends and facilitate insights into the impact and effectiveness of programs at Provide
- **ENSURES ALIGNMENT OF PROGRAM EVALUATION WITH IDENTIFIED VALUES**
  - Engage internal stakeholders with an approach that manifests integrity and a commitment to equity, inclusiveness, and Provide’s core values, including but not limited to the following:
    - Analyze information with integrity and openness to whatever learning it generates

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- Ensure learning processes are accessible across the organization
- Engage staff across the organization in a role-appropriate way
- Be responsive to questions generated from all levels
- Explores impact of evaluation plans on external stakeholders through equity and inclusion lenses

### **Support Data-Driven Decision-Making and Programmatic Strategy – 20%**

- **SUPPORT REFINEMENT OF CORE AND EMERGENT PROGRAMS**
  - Create and vet with Provide staff program recommendations based on analysis
  - Produce quarterly and annual reports that summarize trends, patterns and actionable insights from program evaluation data
- **PRODUCE ANALYSIS AND REPORTS FOR INTERNAL STAKEHOLDERS**
  - Produce analysis and reports for internal stakeholders upon request, including but not limited to request for analysis for program management, fund development and/or communications purposes
- **SUPPORT KNOWLEDGEMENT DEVELOPMENT INTERNALLY AND EXTERNALLY**
  - Supports and/or executes the dissemination of findings internally and externally, as requested
  - Guides the design of formative assessments to explore emerging program opportunities
  - Serves as liaison to potential external research partners to develop evidence and tools that is meaningful to our programs/organization, as requested

### **Departmental Oversight – 5%**

- **INTERDEPARTMENTAL COLLABORATION & COMMUNICATION**
  - Implement effective interdepartmental collaborative practices and processes to ensure the timely exchange of information, insights, and data to achieve Provide's organizational goals and objectives.
- **DEPARTMENT PLANNING, BUDGETING, & REPORTING**
  - Develop objectives for the Evaluation Department according to the organization's strategic goals; develop and manage departmental budgets, including full and timely participation in all organizational budgeting processes; ensure ongoing progress reports, project management, and routine organizational planning and reporting for the department.

### **Supervisory Responsibilities – 10%**

- Model excellence in Provide's Core Competencies for staff with supervisory responsibilities, including team management, team building, conflict leadership, coaching and staff development, and modeling organizational understanding.
- As needed, staff effective evaluation department, including recruitment, hiring, onboarding, performance evaluation, and, when needed, performance improvement/remediation.

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- Champion the "bigger picture," regularly connecting evaluation work to Provide's organizational goals, objectives, and impact in communications with teams
- Establish and maintain ongoing exchanges of constructive and timely feedback with individual staff members to set clear expectations and ensure the conditions for excellent work are in place

### **Perform additional team responsibilities**

- Attends team meetings (e.g., division, all staff) via video conference regularly and with enthusiasm
- Represents Provide at conferences as requested
- Serves as a public representative of Provide as requested

### **Desired Qualifications**

- At least 8 years of evaluation experience, preferably in a non-profit setting
- Approaches the work and professional relationships with curiosity, creativity, and a sense of humor
- Enjoys challenges and has a strong drive to succeed
- Highly collaborative posture with effective interpersonal skills, excellent oral communication skills and high self-awareness and maturity
- Exceptional writing and presentation skills, particularly related to data presentation and visualization
- Demonstrated ability to set priorities, organize work, meet deadlines and manage multiple projects simultaneously, with a strong attention to detail
- Comfort in a nonprofit environment and proven success working independently and with a team.
- Proficient with MS Word, Excel, Outlook, and the Internet
- Commitment to *Provide's* core mission, values, and programs
- Ability to function well in a remote work culture, including:
  - Excellent communication skills (in-person, email, phone, status reports, managing documents, remote meetings)
  - Good at problem solving
  - Experience with administrative work (scheduling/facilitating meetings, database entry, creating spreadsheets, submitting expense claims, making travel arrangements)
  - Comfort with using technology for collaboration

### **Salary Range and Benefits**

The Director of Program Evaluation position is a full-time position, with the starting annual salary in the range of \$90,000 to \$100,000. Provide offers a generous benefits package, which currently includes: Group health and dental coverage, 403b plan with company match, stipend for productive workspace and internet and cell phone allowance, long and short-term disability insurance, group life insurance, and paid time off. Paid time off includes: 12 paid

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holidays per year (with flexibility/floating holidays) PLUS paid Winter Holiday from Christmas Eve through New Year's Day, 15 vacation days per year, 10 sick days per year, monthly paid Wellness Days, paid parental leave, jury duty and bereavement leave, and paid emergency leave.

### **Location**

Provide staff are remote workers and we do not have a physical location. This is a remote position for an applicant based in the United States and who can work with others on a remote team. We estimated travel at 2% for internal meetings and occasional conference or other external meetings. NOTE: Provide is currently operating under a non-mandatory travel policy; therefore, staff members may or may not travel for work based on their own comfort level.\*\*

### **Apply**

To apply, please send along your **cover letter, resume, and writing sample** to [jobs@providecare.org](mailto:jobs@providecare.org). The **writing sample** (2-5 pages in length) should be from a report or other document you have previously written that communicates evaluation findings, with any identifying information about organizations or individuals redacted. The sample should provide evidence of your ability to analyze, interpret and present data in written form.

No phone calls, please. Interested candidates are encouraged to apply immediately. Please note that only candidates selected for an interview will be contacted.

### **About the Hiring Process**

Selected candidates can expect one 30-minute screening, and two hour-long 'deep dive' panel interviews with various Provide staff. Final candidates will be provided a written scenario and asked to submit a brief written proposal in response. Specific instructions will be provided to finalist candidates.

### **Equal Opportunity Employer**

*Provide is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants without regard to race, color, religion, sex, pregnancy, national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information, military and veteran status, and any other characteristic protected by applicable law. Provide believes that diversity and inclusion among our team is critical to our success as an organization, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.*

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