



## **The Fresh Air Fund is seeking a Full-Time Research and Evaluation Manager**

### **BACKGROUND**

Since its founding in 1877, The Fresh Air Fund has provided life-changing summer experiences for children from New York City's undeserved communities. Each year, thousands of children experience outdoor summer adventures through visits with volunteer host families and at The Fund's sleep-away camps in upstate, NY. Fresh Air children also participate in academic enrichment and leadership programs throughout the school year. The Fresh Air Fund is an independent, not-for-profit agency.

### **FUNCTION**

The Research and Evaluation Manager will lead the creation, design and execution of program evaluation and outcomes measurement for The Fresh Air Fund and its programs. The Manager will be an integral part of realizing The Fund's commitment to assess, interpret, enhance and strategically grow Fresh Air programs and participation. In addition, the Manager will be critical in helping synthesize the research, evaluation and impact data for reports and tools for internal and external distribution. This is a full-time position based in FAF's NYC offices. The Manager will report to the Executive Director and will serve on The Fund's leadership team.

### **JOB RESPONSIBILITIES**

- Work closely with program and senior teams to develop and implement critical qualitative and quantitative data collection methodologies, including surveys and assessments, to evaluate program operations, goals and impact across The Fund's portfolios;
- Build on and manage an ongoing reporting strategy to assess The Fund's impact toward its goals on regular intervals to support leadership decision-making and recommendations for improving program, policy and planning;
- Maintain strong knowledge base on external research and academic resources and help support key staff by sharing literature, evidence, and research that aligns and supports FAF programs and potential growth and enhancements;
- Support the outreach, marketing, communications and fundraising efforts with data that highlight The Fund's value;
- Synthesize learning and insights from research and evaluation into key messages and reports for Board of Directors, funders, donors, and other key stakeholders;
- Work with IT and program staff to build out Research and Evaluation infrastructure in Salesforce and identify systems to manage the breadth, quality and reporting of data necessary to support evaluation strategies and goals;
- Supervise 1-2 part-time/seasonal staff and interns.

### **REQUIREMENTS/QUALIFICATIONS**

- A commitment to and enthusiasm for The Fresh Air Fund's mission and programs;
- A proven track record in data management and data analysis;
- Experience in survey research across diverse stakeholder groups is required. Experience with youth survey development and administration preferred, but not required;
- Experience with the execution of program evaluation and outcomes measurement;
- Proven experience in undertaking research involving demographic data analysis;
- Ability to summarize research findings accurately, clearly, and succinctly for professional communication; experience with data visualization tools like Tableau preferred, but not required;
- Advanced experience in Salesforce is required, specifically custom report creation;

## Research and Evaluation Manager (continued)

- Experience using qualitative and quantitative analysis software is required with proficiency and knowledge of SPSS, Stata, R, Excel, or other statistical software; familiarity with mapping software like ArcGIS preferred;
- SurveyMonkey and other online survey experience required;
- Program evaluation experience in community development, public policy, government, or nonprofit management is preferred;
- Exceptional organizational, analytical and problem-solving skills;
- Strong team player, who is a self-starter with a desire to take on new challenges, with strong time management skills and patience, and values working in a collaborative environment;
- Strong communication skills required and some experience sharing evaluation data through social media, infographics, video and other modalities;
- MA/MS or PhD required. Ideal candidate will have 7-10 years relevant experience (can include relevant educational experience.)

### HOW TO APPLY

To be considered, please submit cover letter and resume to Adrienne Trink, Strategic Initiatives Director at [atrinka@freshair.org](mailto:atrinka@freshair.org) with "Research and Evaluation Manager" in the subject line.

*The Fresh Air Fund is proud to be an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations and communities to apply.*