**POSITION DESCRIPTION
CHIEF EVALUATION AND LEARNING OFFICER
GORDON AND BETTY MOORE FOUNDATION**
Palo Alto – February 2016

The Opportunity

The Gordon and Betty Moore Foundation seeks a new chief evaluation and learning officer. Reporting to the president, and leading a team of evaluation staff across the foundation, the chief evaluation and learning officer will be a key member of the foundation's executive committee and will contribute to the overall leadership strategy and operational effectiveness of the foundation.

In line with the foundation's priorities, the chief evaluation and learning officer will develop, manage and refine measurement, evaluation and learning processes across the foundation. The leader will oversee all evaluations of program performance at the foundation. The chief evaluation and learning officer will manage a team of evaluation officers that are embedded within the foundation's four programs. The intention of this internal consultative approach is to streamline measurement and evaluation efforts across programs, increase the effectiveness and utility of program evaluations and increase learning and use of evaluation results across the foundation. The new chief evaluation and learning officer will take the lead on developing and implementing this consultative approach and work to ensure its success.

The successful candidate will be experienced in conducting and managing evaluations of complex programs, adept at synthesizing and sharing information from evaluative processes for various audiences, able to promote and leverage best practices in evaluation, and committed to strengthening a culture of learning across the foundation and in the wider philanthropic sector. She or he will be skilled in positively influencing others and negotiating sensitive issues related to program and foundation decisions.

In addition to expertise in research and evaluation methodology, the position requires expert skills in collaboration, facilitation, strategy development and communication. Work experience inside philanthropy is a preference, but not a requirement.

RESPONSIBILITIES

- Develop and operationalize a strengthened approach to measurement, evaluation and learning for the foundation, and design the structures and processes to support this work throughout the organization, including the integration of measurement and evaluation processes with program design, adaptive management and continuous learning.
- Oversee the management of independent external evaluations of the foundation's work, from scoping through dissemination of results. Share evaluation results with the public and key stakeholders, and facilitate dialogue on the foundation's evaluation philosophy and efforts, both internally and externally.
- Develop and operationalize a strong organization-wide approach to learning, including improving and streamlining internal learning practices, introducing tools to foster cross-team learning, facilitating sharing of best practices across our programs, and managing the dissemination of key learnings to the public and the fields in which we work.
- Act as an internal advisor and thought-partner to program staff on areas including strategy design, development of evaluation frameworks, internal review processes and adaptive management.
- Represent the foundation externally on matters of measurement, evaluation, and learning, including speaking engagements, attending conferences and participating in other key internal and external meetings.
- As a member of the executive committee, collaborate with, seek guidance and input from, and create relationships of trust with other executive committee members and with program directors. Lead a team of evaluation and learning staff across the foundation.

KEY QUALIFICATIONS

Measurement and Evaluation:
- Strong technical expertise in program evaluation and/or applied research across multiple and complex programmatic efforts.
- Significant experience managing or conducting evaluations and impact assessments, including experience managing a broad variety of qualitative and quantitative evaluation techniques.
- Able to serve as the representative, facilitator, and coordinator of program performance evaluation. A strong predisposition to work in interdisciplinary teams, providing critical independent thinking while remaining flexible in considering diverse opinions and approaches.
- Experience as a public face—through published research and speaking events—on best practices and trends in evaluation and strategy.

Organizational Learning:
- Expertise in building a strong organizational culture of learning, as well as experimentation, understanding of and tolerance for risk, and a commitment to learning from failures.
- Able to manage and facilitate strategic learning processes across various programmatic areas, and to be able to recommend appropriate tools and resources.
- Comfortable and skilled to lead efforts on knowledge sharing with internal and external audiences.
- Ability to clearly communicate concepts, research findings and data interpretations, and to draw the implications of these analyses for program adaptive management and learning.

General Qualifications and Attributes:
- Advanced degree in the social sciences, public policy, or a related field.
- A minimum of ten years' experience in progressively responsible leadership roles, and strong experience managing evaluation and assessment processes, research projects, grant-making and high-level client engagement.
- Excellent interpersonal skills and diplomatic demeanor; an ability to work with colleagues from various professional and technical backgrounds.
- Operates with an accessible and flexible style that builds trust and confidence in staff. Easily able to collaborate with, positively influence, and inform others.
- Able to clearly communicate concepts, research findings, and data interpretations, and able to leverage these analyses for program strategy.
- An individual with systems thinking acumen, and the ability to translate that thinking across a wide variety of staff and disciplines.
- Able to manage and facilitate change and articulate its value to various audiences.
- Desire and ability to develop a strong working knowledge of the foundation's fields of work.
- Strong management ability, as well as comfort supervising a team with varying technical expertise and strong research and analytic backgrounds.

Foundation Attributes:
The foundation articulates the following: "Our expectation is that all employees, regardless of level or title, support, reinforce and consistently demonstrate the foundation attributes, which describes how we strive to do our work with each other and our partners." These attributes include:
- Committed to Excellence
- Passionate
- Collegial
- Open and Honest
- Humble and Self Aware

About the Foundation
The Gordon and Betty Moore Foundation works to find and support the bold ideas that will create an enduring impact in environmental conservation, science, and patient care.

Our approach
The opportunity to create lasting, meaningful change drives our team members and our approach to the work: we establish specific strategies based on input from experts in the sectors where we work, identify partners who share our goals and measure results along the way–all while making adjustments as needed. We build relationships and fund work in areas where we hope to make a significant impact, build and leverage knowledge within key fields and create networks intended to drive collaboration, learning and adaptation. We're OK with failing, as long as we learn from our mistakes. And we know that working together expands our ability to drive meaningful change.

Our focus
We welcome ideas that map to the goals that we're striving to reach–and the enduring impact that we're working to create around the world and here at home.

We focus on work in the three areas that our founders are committed to improving: environmental conservation, science, and patient care. In addition, we support land conservation in the San Francisco Bay Area, which has provided for the quality of life that Gordon and Betty have enjoyed with their family.

Foundation facts
- Headquartered in Palo Alto, CA
- $6+ billion in assets
- Annual Foundation budget of over $300 million
- About 100 employees
- Four program areas
    - Environmental Conservation
    - Science
    - Patient Care
    - San Francisco Bay Area, focusing on these same issues locally

Application Process

Martha Montag Brown & Associates, LLC has been retained for this search. Interested and qualified candidates are encouraged to apply by sending a cover letter, resume and salary information by email to:

Martha Montag Brown & Associates, LLC
www.marthamontagbrown.com
Email: Martha@marthamontagbrown.com