



Title: Senior Evaluation Associate

Reports to: Resource Development Manager

Job Purpose: The Senior Evaluation Associate works closely with the development operations of the company and reports to the Resource Development Manager. This is a dynamic position that includes development, grant lifecycle management, fundraising, and data management with a strong connection to Justine PETERSEN's work and mission.

Key Responsibilities:

1. Outcomes & Technology Management (60%)
 - a. Work with Senior and Middle Managers to identify outcome tracking needs and appropriate technology platform.
 - b. Work with technical support to maintain and enhance existing system based on additional data needs and research questions
 - c. Develop reports to provide requested data for internal and external stakeholders
 - d. Identify, define, and task supervise data cleaning and entry projects
 - e. Implement, maintain, and grow the understanding and utility of JP's technology across the company
2. Resource Development (30%)
 - a. Grant Life Cycle Management
 - i. Assist with fulfilling grant reporting requirements
 - ii. Assist in the research and identification of grant funding opportunities
 - iii. Assist with writing and submitting grant funding proposals
 - b. Fundraising
 - i. Assist with planning and executing fundraising events and projects
 - c. Communications
 - i. Provide graphic visualizations and technology enhancements for marketing materials and website
 - ii. Work with developer on tech components of website/ social media
3. Complete special projects and assignments as directed by Resource Development Manager and Chief Operating Officer. (10%)



This job might be for you if:

You pay attention to details. As far as you're concerned, anything worth doing is doing right, every single time. You stay focused and nothing falls through the cracks on your watch.

You think on your feet. You like learning new things, and you can learn them quickly. When things change, you know how to roll with the punches.

You communicate clearly. You write well. You can explain just about anything to anyone, and you are comfortable communicating in writing and on the phone with everyone from front line staff all the way up to the CEO.

You can work independently and are goal-oriented.

You want to learn more, you are eager for feedback and want to keep improving.

You are proficient in using business software applications including but not limited to Microsoft Office Suite, Outlook, Digital Phone and Video Conferencing Systems, Quickbooks, DocuSign and Tableau.

You have strong skills in data management, analysis and visualization.

You have a Bachelor degree with a minimum of two years in data analyst role.

How to apply:

Email your resume and cover letter to cstuhl@justinepetersen.org. In your cover letter, please provide a roadmap for your resume and experience: What parts of your resume should we pay particular attention to? Why are you a great fit for this position? In particular, we would like to know about your experiences with data management systems, working independently, and achieving goals.

Full-time position (40+ hours/wk)

Based in St. Louis City

Salary Range: \$45,000-\$60,000, commensurate with experience

Please visit our website at www.justinepetersen.org. EOE