

Evaluation Officer

Excellence in Giving is a full-service philanthropic advisory firm founded on Christian principles. Our firm is designed to increase the joy and impact of high-capacity givers through a personalized process of discovery, evaluation, participation, and celebration.

Position Summary

The Nonprofit Evaluation Officer serves clients by evaluating charities' organizational health and performance, with special emphasis on evaluating program strategy and outcomes. This is a full-time position compensated on a salary basis proportionate to experience and qualifications, reporting to the Director of Research.

Personality Profile

Relentlessly analytical. You follow your instincts but double check everything. You want to know what you don't know. You read between the lines. You look at the forest and the trees to discern where the problem is. You're inquisitive and kind. You balance pointed questions with compliments. You love sharing insights and make every insight actionable. You make and defend clear judgment calls about what does and does not work. You're good on the phone, on the road, in a cubicle, and in front of high-powered executive leaders. You like to travel and build your network. Working independently is your thing. You want serious work of significant consequence.

Responsibilities

- Evaluate nonprofit organizational strengths and weaknesses for major client grants
- Use established research procedures and proprietary tools for data collection and analysis
- Conduct calls or on-site interviews of nonprofit leaders to evaluate operations & impact
- Write nonprofit evaluation and relative performance reports for in-depth research projects
- Evaluate grant proposals that align with client giving interests
- Find and recommend nonprofits working in areas and on issues important to our clients
- Design research project proposals to meet client needs (nonprofit evaluations, topical studies, comparison reports, etc.)

Qualifications

- Demonstrated analytical thinking and evaluative skills
- Exceptional business writing skills in short, substantive Wall Street Journal style
- Excellent grammar, editing, and proofreading skills
- Works independently and self-motivated to meet project deadlines
- Organized, detail-oriented and fit to handle multiple tasks in fast paced environment
- Mac and Microsoft Office Suite proficiency, Adobe CS experience a plus
- **3+ years experience analyzing nonprofit organizations or working as a senior management consultant required; or management-level experience at 3+ nonprofits**
- Bachelors degree required; Masters degree preferred; Int'l work experience preferred
- Work experience or volunteer service at faith-based nonprofit preferred

Qualified candidates submit (1) resume, (2) cover letter, (3) salary requirements, and (4) a **sample organizational evaluation** you authored to jbocker@excellenceingiving.com

Vision, Mission and Core Values

Vision

The vision of Excellence in Giving is to see dramatic increases in joyful giving among high capacity donors.

Mission

The mission of Excellence in Giving is to be recognized as the premier source of faith based giving advice and opportunities for high capacity donors.

Core Values

Excellence. Excellence in Giving, as the name clearly states, will be characterized by excellence in all we do. The quality of our advice, our due diligence, our communications, our responsiveness, should all be excellent.

Joy. Our promise to our customers is increased joy in giving. We believe there is cause for joy that transcends circumstances, and we want to model this joy to each other, our clients, and everyone we come in contact with.

Impact. Intelligent giving should produce great impact along with great joy. We will offer giving advice that leads to high-impact opportunities and completely satisfied clients.

Customization. Knowing our clients' preferences allows us to create personalized service options. We are committed to providing our clients with unique and customized services that fit their personal values and situations, ultimately bringing greater joy.

Influence. We want to influence others to draw closer to God and be challenged in their giving. We will encourage them to meet the challenge.

Wisdom. Proverbs 3:4 states "The fear of the Lord is the beginning of wisdom." We believe wisdom from God is available to those who seek it, and we seek to obtain wisdom and apply it to our business and our client's giving.

Respect. We believe all people are created in the image of God and are deserving of respect. We show respect for each other, our clients, and everyone else.

Profitability. Profitability is a key discipline for any successful business. Profitability is a solid indicator that we're delivering real value to our clients in a responsible way. We will develop and maintain the habit of profitability.