**Director of Evaluation**

**Position Overview**
The Director of Evaluation will oversee all impact tracking and evaluation efforts of TVCDC. They will work closely with Sweetgrass LLC to measure the impact and systemic change created by each initiative and program operated at TVCDC, providing hands on support to Initiative Directors to collect information. They will also provide support and training in Salesforce as the primary data collection tool. The data will then be analyzed and disseminated to staff, partners, and community members in a clear and useful manner.

**Reports to**
TVCD Director of Advancement

**To Apply**
Please email a cover letter and resume to jobs@thundervalley.org, include Director of Evaluation in the subject line.

**Compensation & Benefits**
Compensation: $45,000-$50,000 depending on experience  
Position Type: Full-time, salaried/exempt  
Position Location: TVCDC Porcupine Offices, Porcupine SD

Benefits:
- Health Insurance- Employee premium paid by TVCDC;  
- Dental Insurance- Employee premium paid by TVCDC;  
- Vision & Hearing Insurance- Employee premium paid by TVCDC;  
- Simple IRA with up to a 3% match from TVCDC;  
- Paid Time Off up to 160 hours per year;  
- 14 annual paid holidays;  
- Up to $1,500 annual financial support for continuing education/development;  
- Up to 200 hours annually in flexible schedule for education/development;  
- Up to 6-weeks paid Parental Leave for new parents;  
- Up to 4 hours per week, paid, to participate in Lakota Language Learning Class;  
- Up to 25 minutes daily, paid, to participate in a wellness activity;  
- Prioritized access to onsite Lakota Language Immersion Child Care;  
- Paid Administrative leave during office closures for inclement weather.

**Essential Duties & Responsibilities**

- Drive efforts to measure social impact on communities we serve and to recommend course of action to ensure that impact is sustainable and scalable.
• Design or modify data collection and impact tracking tools for each TVCDC program and initiative such as pre/post-tests, surveys, assessments, interview guides, and focus group protocols.
• Analyze collected data and prepare reports for internal use and external distribution.
• Disseminate evaluation results to TVCDC partners, including our community, community organization partners, foundations, and federal agencies.
• Act as a liaison between TVCDC and our external evaluation partner, Sweetgrass LLC.
• Provide outcome information for proposal writing and evaluation plans/logic models needed for grant applications.
• Work closely with initiative directors to provide support in evaluation and impact tracking tools.
• Manage and maintain database collection system, Salesforce, in collaboration with Sweetgrass LLC.
• Evaluate multiple levels of impact at TVCDC including the macro level, systems change that TVCDC hopes to create in the region.
• Develop tools and materials from organization evaluation that community members understand the purpose and how to access and use.
• Work with Community Engagement to use community meetings to share back information collected.

Demonstrated non-technical and personal skills
• Strong oral and written communication skills
• Project planning and execution (definite project, develop appropriate work plans, drive projects to successful completion).
• Team building and long term commitment.
• Problem solving for and execution of research on strategic market or opportunities/issues.
• Attention to detail and strong logical reasoning.
• Demonstrate leadership throughout all levels of organization.
• Adaptable to a continually evolving environment and thrive in an autonomous and deadline-oriented workplace.
• Strong organization and follow-through skills in individual and collaborative work.

Experience Requirements/Qualifications
• BA/BS or relevant equivalent work experience
• History of cooperating with teams and co-workers
• Extensive knowledge of Microsoft office and Google Apps
• Experience working with databases, performance management systems, or other data collection systems.
• 2+ years experience with impact tracking, research, evaluation, macro level evaluation, and leadership experience.

ADA Specifications
May be required to use the computer screen for extensive periods of time. Occasional lifting of 15 to 20 lbs. Extended working hours and travel may be necessary.
Mission Driven
Employee has a strong belief in the TVCDC mission and wants to be a part of a growing and constantly evolving organization.

Thunder Valley CDC Mission
Empowering Lakota Youth and families to improve the health, culture, and environment of our communities, through the healing and strengthening of cultural identity.

Thunder Valley CDC Vision
We envision a liberated Lakota nation through our language, culture, and spirituality.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.