



Program Manager, Learning and Evaluation

Overview:

Vitalyst Health Foundation is on a mission to connect, support, and inform efforts that improve the health of individuals and communities in Arizona. The organization works towards three goals:

- Collaborative networks working to improve the conditions that impact health.
- Strong community partners equipped to advance health equity.
- Informed decision-makers prioritizing community health and well-being.

Vitalyst's priorities include:

- **Healthcare Integration:** Supporting health systems that integrate physical, mental, and social determinants of health.
- **Housing:** Supporting statewide housing initiatives along the spectrum of housing.
- **Civic Health:** Supporting long-term efforts that improve active community participation.

Vitalyst also operates an affiliate, the Technical Assistance Partnership of Arizona (TAPAZ), which provides back-office support to local nonprofits. Serving as a fiscal sponsor allows TAPAZ to accept and disburse funds for programs, allowing nonprofits to focus on carrying out their mission.

The Program Manager for Learning and Evaluation is a full-time staff member who works to provide evaluative, analytical, and learning support for the foundation. This position supports four primary functions:

- Manage data networks and develop trust-based evaluation tools to analyze Vitalyst's grants and program work.
- Manage research and program-related support for the three priorities.
- Manage team-based learning activities to support professional development and organizational equity efforts.
- Facilitate organizational budget setting to achieve Vitalyst's goals.

Specific Duties:

Organizational Evaluation (40%)

- Manage the reporting processes for grant partners and projects, including the drafting and collecting of reporting questions, check-ins, site visits, and partner/project reports.
- Collect annual accomplishments and develop the Annual Evaluation Report.
- Maintain up-to-date reporting through Vitalyst's grants management system (WizeHive in 2024, and AkoyaGo in 2025) and other tools (Teams, Sharepoint) as needed.
- Collect and visually depict data using MySidewalk for communication and storytelling purposes.
- Conduct research and developmental evaluation to synthesize findings that will inform the organization's learning.

Strategic Learning & Programmatic Coordination (40%)

- Represent Vitalyst in external efforts whose work aligns with Vitalyst's strategic priorities.
- Liaison with other philanthropic networks to keep a pulse on best practices.

- Develop evaluation plans for new grants and collaboratives.

Organizational Learning & Administration (20%)

- Manage adult learning and professional development opportunities for Vitalyst staff.
- Facilitate after-action reviews and other learning activities with staff.
- Facilitate organizational advancement in diversity, equity and inclusion, and update the organization's equity plan annually.
- Facilitate the annual budget-setting process, including brainstorming sessions and the preparation of board materials.
- Support leadership in preparing materials for the Board of Trustee meetings and communications.

Qualifications:

- A bachelor's degree (or equivalent life experience) is required, and a master's degree in public administration, nonprofit management, public health or business administration, or equivalent life experience is preferred.
- At least two years of relevant work experience in data management, evaluation, and program support in the philanthropic, government, business or nonprofit sectors.

Required Competencies:

- Excellent written, presentation, and verbal communication skills, including active listening and technical writing skills.
- Skilled in building interpersonal and partner relationships, requiring poise, tact, and diplomacy.
- Creative problem-solving and critical thinking, and the ability to think strategically as part of a team and support other staff at all levels of the organization.
- Attention to accuracy and detail.
- Knowledge and experience with different types of evaluation, such as survey development, quantitative and qualitative research, focus groups, and interviews.
- Ability to keep track of multiple project cycles and manage competing deadlines.
- Disciplined self-starter.

Preferred Competencies:

- Understanding of the intersections of equity and the social determinants of health.
- Demonstrated ability to understand and embrace diversity, equity, and inclusion concepts and apply them in implementing programmatic work, especially with diverse organizations and coalitions.
- Experience working with community-based organizations.
- Become conversant about foundation programs, evaluation, and communication efforts.
- Document observations and activities related to program work to capture lessons learned and inform future work.
- Ability to manage and configure technical platforms for reporting management, including knowledge of, or the ability to learn, Wizehive, AkoyaGo, MySidewalk, Sharepoint and Teams.

Compensation:

A competitive and commensurate with experience and qualifications, with a salary range of \$60,000 - \$80,000. Generous benefits package.

Interested candidates should send a cover letter and resume to careers@vitalysthealth.org. Job will remain open until filled.

Vitalyst is committed to diversity and to equal opportunity employment. Vitalyst does not discriminate on the basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity and expression, age, height, weight, physical or mental ability (including HIV status), veteran status, military obligations, or marital status. This policy applies to hiring, internal promotions, training, opportunities for advancement, and terminations and applies to all Vitalyst employees, volunteers, members, clients, and contractors.