**POSITION DESCRIPTION**
**LEARNING OFFICER: GORDON AND BETTY MOORE FOUNDATION**
*Palo Alto, CA*

## The Opportunity

The Gordon and Betty Moore Foundation is seeking an experienced organizational learning professional with deep subject area expertise, highly developed consultative skills and exceptional interpersonal and facilitation abilities, to serve in the newly created Learning Officer role within the Foundation.

Reporting to the Chief Evaluation and Learning Officer, the Learning Officer will be an important member of the seven-person Measurement, Evaluation and Learning (MEL) department working collaboratively with colleagues in the department and organization-wide. The department facilitates key elements of effective evaluation and evidence-based practices including coordination and management of external evaluations of initiatives and portfolios, internal evaluation practices, thought-leadership and implementation support on monitoring frameworks and processes. The department also facilitates and manages program-based and cross-foundational learning agendas and activities.

The Learning Officer's role is twofold:  1) serve as a cross-cutting organizational learning expert for the Foundation by researching, planning, developing and implementing the foundation's organizational learning strategy, establishing organizational learning principles and practices; and 2) serve as a thought partner working closely with MEL colleagues and teams across the foundation on developing learning focused key performance measures and assisting MEL colleagues in the design and management of learning-focused external, third-party evaluations. The Learning Officer will share responsibility for promoting continuous learning, improvement and innovation and implement creative strategies that help the Foundation understand its overall effectiveness, inform strategic decision-making and communicate high-level ideas and insights to various audiences.

The ideal candidate will have: 1 ) at least 10 to 15 years of work experience, preferably with deep expertise in organizational learning theory and practice, and/or in conducting or managing learning-focused evaluations and disseminating evaluation findings to various audiences; 2) experience facilitating MEL processes and developing MEL-related products, such as logic models, theories of change, MEL frameworks, and evaluation requests for proposal; 3) experience and deep knowledge of organizational learning theories, practices and resources as they apply to philanthropy; and 4) A Ph.D., master's, or other advanced degree in related area of study.

## Key Responsibilities

### Learning Responsibilities and Program Support

- Help to craft the foundation's organizational learning strategy and establish organizational learning principles and practices, ensuring they are effectively adopted across programs and the broader organization.
- Lead working groups to plan, evaluate, and support foundation-wide programmatic learning sessions and events.
- Develop and lead a cross-functional Learning Committee.
- Identify internal and external experts who can contribute to and broaden staff experience and knowledge in organizational learning practices.
- Collaborate with program colleagues to design and facilitate structured team-based learning agendas and sessions that are based on the portfolio or program's needs.
- Organize cross-foundational and Program staff retreats/convenings to foster community, cross-pollination of ideas and practices, and deep dialogue across programs and disciplines
- Work with MEL colleagues on implementing and continually improving foundation-wide monitoring tools that facilitate learning.
- Synthesize complex, diverse data and information into reports, presentations and other materials that promote learning and shared understanding of Foundation work or issue areas to internal and external audiences.
- Work with MEL colleagues to support development of mission-oriented research and evaluation-related processes and products that translate data into knowledge and knowledge into action.
- Advise MEL and program colleagues on the best way to build grantee learning into the grant development process.
- Provide structured opportunities for learning across the foundation's program areas.
- Perform general Foundation support activities and carry out special projects as required.

### General MEL Responsibilities: Measurement and Evaluation

- Assist embedded staff in facilitating conversations and capturing results/learning related to key program design and measurement processes, including development of: theories of change, outcomes, measures/indicators, and initiative/portfolio plans.
- Work with MEL colleagues and teams across the foundation on developing learning focused key performance measures.
- Assist the central MEL team in the design and management of learning-focused external, third-party evaluations. This support includes:
    - Helping to craft evaluation questions that facilitate and optimize learning related to program implementation and results.

- o Communicating key learnings from evaluation reports to audiences within and outside the foundation, in partnership with communications staff and program staff.
  - o Leveraging evaluation results to inform program decision making and promote effective learning practices.
- Facilitate learning opportunities for staff and help to develop learning products related to internal evaluations of programmatic work.
- Assist in the preparation of materials for the foundation's board of trustees related to internal evaluations, program updates and external evaluations; give presentations to the board of trustees on measurement, evaluation and learning work, as required.

## Qualifications

The ideal candidate will have:

- A Ph.D., master's, or other advanced degree in related area of study.
- At least 10 to 15 years of work experience, preferably with deep expertise in organizational learning theory and practice, or in conducting or managing learning-focused evaluations and disseminating evaluation findings to various audiences.
- Experience and deep knowledge of organizational learning theories, practices and resources as they apply to philanthropy.
- Experience facilitating MEL processes and developing MEL-related products, such as logic models, theories of change, MEL frameworks, data collection plans, and requests for proposals.
- Highly developed consultative skills and the ability to build trust and work across a complex organization with diverse programs, many stakeholders, and competing priorities.
- Excellent facilitator with a track record of designing and managing large group interactions, and action-oriented and results-focused meetings and convenings.
- Experience and comfort leading and working on high-performing, multi-disciplinary and analytical teams.
- Exceptional interpersonal, communication and writing skills; highly effective one-on-one and as a presenter and group leader.

## Competencies and Attributes

The ideal candidate also will have demonstrated ability to:

- Think critically, identify, define and frame problems and propose solutions in various contexts.
- Provide practical and innovative solutions in the face of real-time issues.

- Utilize strong skills in employing quantitative and qualitative methods for monitoring and evaluation activities, and be able to adeptly leverage data to draw insights and develop actionable recommendations for the program.
- Self-manage priorities and goals for projects, and coordinate deadlines and deliverables;
- Work effectively across the program's varying teams, and maintain up-to-date knowledge of each portfolio's activities and strategic priorities.
- Maintain a flexible and positive approach to problem solving in a collaborative team environment and be comfortable with ambiguity.
- Understand and accommodate challenges and constraints on data collection and reporting capacity from the grantee perspective including designing systems to address demands
- Build trusted relationships, motivate, influence and delegate when appropriate.

In addition to the above, the ideal candidate will demonstrate the following foundation attributes that describe how we at the foundation strive to do our work with each other and our partners:

- Committed to Excellence
- Passionate
- Collegial
- Open and Honest
- Humble and Self-Aware

## Compensation and Benefits

Compensation includes a competitive base salary and an excellent package of health, retirement savings and other benefits.

Applicants must be legally authorized to work in the United States.  Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the ordinance.

The Gordon and Betty Moore Foundation is an equal opportunity employer. All correspondence will remain confidential.

## 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@marthamontagbrown.com.  All correspondence will remain confidential.