



## Learning and Evaluation Fellow (Part-Time)

### Who we are:

Global Fund for Children partners with local organizations around the world to help children and youth reach their full potential and advance their rights. We are the only global nonprofit dedicated to discovering, funding, and collaborating with community-based organizations that empower children and youth. Since 1997, GFC has impacted the lives of 11 million children through a network of 700+ local organizations worldwide. Learn more: [www.globalfundforchildren.org](http://www.globalfundforchildren.org).

### Who we need:

Do you want to ignite social innovation to help children and youth transform the world? Would you like strengthen your skills and contribute to building the Learning and Evaluation practice at a philanthropic organization that builds relationships with its partner organizations based on trust and co-designs initiatives together with them?

If so, we have the opportunity for you!

Global Fund for Children is seeking a part-time Learning and Evaluation Fellow to support GFC's strategic learning agenda. You will join a multinational team of caring and committed individuals who believe in investing in bold ideas to help grassroots organizations deepen their impact and advocate for children's rights. We value courage, excellence, learning, partnership, and inclusion, as well as kindness and passion. Our partners' vision for change inspire everything we do. Feedback and learning motivate us to do better, and we strive to be youth-centered.

While the assistantship would normally be located at our Washington, DC office near McPherson Square, due to COVID-19, the entire GFC team is working remotely until at least January 2021.

### What you'll do:

The learning and evaluation fellow will support the Strategic Learning and Evaluation manager in the following activities:

- Developing learning and evaluation agendas and approaches, data collection tools, and protocols for new and ongoing initiatives;
- Managing, aggregating, cleaning, and analyzing both quantitative and qualitative data, and creating data visualizations;
- Conducting data analysis from internal data systems and creating reports, tables, charts and narrative about grants, portfolios, and grantmaking (historical and current)
- Contributing to research and writing reports and other externally facing content

- Creating primary data in GFC's knowledge management database through coding, tagging, due diligence support, grant-level monitoring and assessment, and other activities as requested
- Prepare clear and compelling presentation materials in a variety of formats, including PowerPoint, Excel, and data-visualization software. Present findings in a compelling and clear fashion to the team and external audiences as needed
- Other support as assigned

### **What we're looking for:**

We are looking for someone with the following qualifications:

- Bachelor's degree required; master's degree (in progress or completed) in social sciences, public policy, applied research, or related field strongly preferred
- Several years of related professional experience; advanced degree, internships, and/or fellowships may substitute for some experience
- Experience with Learning and Evaluation required
- Excellent written and oral communication skills, including the ability to make complex issues understandable and relevant to lay audiences
- Experience with a variety of research and data analysis methods, including research design
- Strong data visualization skills; experience with Tableau and/or Power BI desirable
- Superior data management skills, with demonstrated attention to detail, accuracy and high-quality work
- Advanced Excel skills including facility with formulas, pivot tables and filtering tools
- Qualitative research experience desirable
- Fluency with a statistical programming language (e.g., R, STATA) a plus

### **Hours and Compensation:**

Flexible schedule within normal business hours. A firm commitment of 10 – 15 hours per week is requested to start. The initial duration of the fellowship is expected to be 9 months, with the possibility of an extension and/or increasing of hours based on GFC's needs and the candidate's availability. The hourly rate for this fellowship will be \$20.00 per hour.

***We are committed to protecting the health and wellbeing of our team members and our community during the global coronavirus pandemic. Our full team is currently working from home. We have cancelled or rescheduled all travel and moved our meetings and events online. Therefore, both the hiring process and the fellowship itself will be virtual at least through the end of 2020.***

### **How to apply:**

To apply, please send a cover letter, a resume or curriculum vitae in one PDF in English to [careers@globalfundforchildren.org](mailto:careers@globalfundforchildren.org) with "Learning and Evaluation Fellow" in the subject line. Check us out at [www.globalfundforchildren.org](http://www.globalfundforchildren.org).

GFC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.