The Boston Foundation believes that one of the great strengths of the Greater Boston community is the rich diversity of its residents in race, religion, national origin, ethnicity, sex, sexual orientation, gender identity, genetic information, age and physical abilities. The Foundation seeks to enhance and support that diversity, not only by its grant making, but also by adopting and implementing employment policies and practices designed to recognize and respond to such diversity.

The Boston Foundation is an Equal Opportunity Employer. We encourage applications from people with diverse backgrounds and experience.

All applications should be submitted online. Go to https://www.tbf.org/who-we-are/careers and select “Director, Equitable Learning & Measurement” to complete our online application process.

Job Description

**Title:** Director, Equitable Learning & Measurement  
**Department:** Programs  
**Reports To:** Senior Associate Vice President for Programs  
**FLSA Classification:** Exempt **FTE:** 1  
**Supervises:** None  
**Hybrid Schedule (subject to change):** On-site Tuesdays and Thursdays. Remote on Mondays, Wednesdays, and Fridays. Schedule is dependent on business needs.

**Position Summary:**  
The Director, Equitable Learning & Measurement will oversee efforts to gauge the Foundation’s impact and support ongoing learning while advancing our shared commitment to hold equity at the center of everything we do. They will be responsible for leveraging internal and external data to articulate meaningful insights and will play a key role in crafting the Boston Foundation’s story of impact in an understandable, compelling narrative.

This role will build on and strengthen current learning and equitable measurement practices across the Foundation’s grantmaking and civic leadership activities. Specifically, the learning focus will be on original data-driven research and case-making, and the measurement focus will be on identification of indicators of progress and equitable data collection.

**Essential Functions:**
• Support and guide Program Department Leadership staff to develop logic models that align the four Priority Areas with TBF’s overarching goals of equity and closing racial wealth gaps;
• Lead cross-departmental efforts to strengthen connections and align agendas between the impact of frontline nonprofit partners and TBF’s broader research narratives and civic leadership efforts;
• Work in partnership with Program Department Leadership and liaise with Boston Indicators staff to identify collaborative research opportunities and to craft original research and data projects that elevate, justify, highlight and catalyze the work;
• Collaborate with staff across the foundation to identify and track progress toward achieving our shared goals:
  o Work with staff to co-create systems to identify, collect and use data to make strategic and informed decisions about our work;
  o Develop and implement standard grantee reporting protocols to inform program operations, communication and fundraising activities.

• Support and advance TBF’s commitment to collect data on, and share resources for, prioritizing Diversity, Equity, and Inclusion in TBF grantmaking and engagement with Greater Boston stakeholders;
• Promote a culture of learning and high performance by developing and sharing with staff a library of best practices (including evidence-based practices) in key fields; and
• Train and support staff, as needed, in research and measurement techniques including tool development and database management.

Other Duties and Responsibilities:

• Individuals assigned to this position may perform other duties as assigned.

Qualifications:

Preparation, Knowledge, Previous Experience:
• 10+ years of experience in research and evaluation. Expertise in race, ethnicity, class, place, opportunity or similar preferred;
• Strong background in qualitative and quantitative research design and/ or implementation; and
• Proven commitment to advancing racial equity.

Skills, Abilities, Competencies:
• Superior ability to work collaboratively;
• Strong narrative/data-story telling skills;
• Strong quantitative skills and background working with numbers; and
• Excellent communication and ability to identify and analyze complex data to provide insight and understanding for various audiences.

Working Conditions & Physical Demands:
• Must be able to get to the office for meetings, but can balance work-from-home with work in the office after an initial learning period that will primarily be in the office;
• Ability to sit for long periods of time; and
• Ability to use a keyboard for extended periods of time.

The content is intended to describe the general nature and level of work being performed by persons assigned to this job. It is not intended to constitute an exhaustive list of all responsibilities and duties required.

External and internal applicants, as well as position incumbents, who are or become disabled as defined under the Americans with Disabilities Act or applicable state law, must be able to perform the essential functions of the job (including those listed above) either with or without reasonable accommodation. Reasonable accommodation, if any, will be determined by management in consultation with the employee on a case-by-case basis.

This job description is intended to be general and may be revised from time to time. At management’s discretion, the employee may be assigned different or additional duties from time to time.
Revised 6/2023