



## **Evidence & Learning Manager**

### **About FairVote**

FairVote, headquartered in Takoma Park (MD) near the metro, is a 501(c)3, with an associated 501(c)4 nonprofit organization FairVote Action. We seek better elections for all through research and advocacy of voting reforms that make democracy more functional and representative for every American. Since 1992, FairVote has been the national leader in developing and distributing the tools and analysis necessary to increase public understanding of ranked choice voting (RCV) and replacing winner-take-all elections. We embrace diversity and inclusivity and welcome candidates from across all spectrums.

FairVote is experiencing dynamic growth and national impact. We are the prime engine of a national movement to transform our elections in the coming decade, making ranked choice voting the norm and winning the Fair Representation Act in Congress. Our experienced senior leadership team has added new talent and commitment to building a healthy and robust organization to achieve our audacious but urgently needed reform goals.

### **Position Summary**

FairVote seeks an Evidence & Learning Manager to work with the Strategy and Learning Director, who leads the Planning, Monitoring, Evaluation, and Learning (PMEL) function. Dedicated PMEL capacity is relatively new to FairVote, which provides an exciting opportunity for the right candidate to make significant contributions to evidence-based strategies, program designs, and implementation.

With guidance from the Strategy and Learning Director and in collaboration with relevant program and operation leads, the Evidence and Learning Manager will refine FairVote's evidence and learning needs. They will undertake applied political economy analysis (PEA) and stakeholder mapping to inform theories of action. They will also undertake learning-focused, participatory selected evaluations and case studies, monitor context, and collect and analyze real-time progress data to inform real-time and periodic learning and adaptation. In addition, they will facilitate learning processes and support the institutionalization of PMEL practices, including but not limited to developing PMEL policy and staff PMEL capacity.

This role requires them to practice and promote evidence-based decisions, collaboration, participation, and inclusion through their duties.

### **Position Type**

The Evidence and Learning Manager is a confidential full-time, exempt position. Exempt employees are expected to work the appropriate and necessary time to complete key assignments and related tasks on schedule.

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## Essential Duties and Responsibilities

The duties and responsibilities include the following but are not limited to.

### Building Evidence & Learning Systems

- Lead the refinement of evidence and learning framework for FairVote's strategy, program, and project cycles in collaboration with relevant leads and with guidance from the Strategy and Learning Director.
- Lead refinement and implementation of data collection, analysis, and documentation practices in a way that maintains stronger ownership and usage by relevant teams and builds institutional knowledge.
- Design and roll out tailored data collection, tracking, and learning tools as necessary.

### Generating Evidence

- Undertake applied PEA, stakeholder analysis, and assessments to inform planning and adjustments to theories of action.
- Undertake in-house participatory learning case studies and small-scale evaluations as needed.
- Collect and analyze progress and contextual data to inform real-time and periodic learning, such as mid and end-year learning reviews.

### Facilitating Evidence and Learning Uptake

- Design and facilitate participatory and inclusive learning moments as a part of the periodic and real-time learning cycles.
- Visualize data, and produce accessible evidence and learning pieces for various audiences.
- Facilitate evidence & learning uptake into decision-making processes such as annual planning, and the next iteration of FairVote's strategic plan.

### Overall PMEL

- Contribute to developing/implementing FairVote's Planning, Monitoring, Evaluation, and Learning policy.
- Contribute to the design and development of staff capacity in adaptive programming.
- Ensure all duties are performed in a way that contributes to a collaborative and learning culture while also applying rigor.
- Contribute to creating a PMEL community of practice to draw on each other's experiences and contribute to field learning.

### Skills and Experience

- Bachelor's degree in political science, social sciences, international development, or a related subject preferred; Master's degree in evaluation or qualitative research a plus.

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- 5+ years of professional experience in PMEL for adaptive programming or learning-focused evaluations in democracy, human rights, and governance (DRG) fields is preferred. Or 3+ years experience with a Master's degree.
- Demonstrated hands-on experience in conducting applied political economy analysis and learning focus assessments and evaluations.
- Strong participatory facilitation skills.
- Familiarity with the American political system.
- Experience with integrating gender, race, and intersectional lens in program planning and PMEL is an asset.
- Impeccable data management (cleaning, organizing, and creating standards), analysis, and writing skills.
- High proficiency in MS Office and/or Google Workspace; familiarity with qualitative and quantitative data analysis software.
- An adaptive mindset, including being comfortable with change and operating in a dynamic work environment, curiosity, a learning orientation, and collaboration, is an essential personal attribute for this position.

## Location

This position is based in Silver Spring, MD. The role can be performed remotely with periodic travel to the office throughout the year. Preference is for candidates living in the Metro Maryland/DC/Virginia area.

## Salary & Benefits

- This is a full-time, exempt position with an annualized salary of \$80,000 - 95,000, commensurate with experience.
- FairVote offers a competitive benefits package for all full-time employees.
- Professional development opportunities, including membership fees for an Evaluation Association and participation in the annual conference, are supported and encouraged.

## How to Apply

A Resume and Cover Letter are required for applications to be considered complete. [Apply by going to our website](#). Applications will be reviewed on a rolling basis. Applications will be accepted until the position is filled. Due to the volume of applications, we will unfortunately not acknowledge receipt of all applications. **No phone calls, please.**

FairVote is an equal opportunity employer committed to maintaining a non-discriminatory work environment. FairVote places a high value on fostering an inclusive workplace, and we are committed to building a team as diverse as the American people. We do not make hiring or advancement or other employment decisions based on race, religion, gender, gender identity & expression, sexual orientation, political affiliation, pregnancy, disability, or any other status

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protected by law. Individuals from across the political spectrum who are passionate about fixing our broken political system are strongly encouraged to apply.