



# THE HEINZ ENDOWMENTS

HOWARD HEINZ ENDOWMENT  
VIRA I. HEINZ ENDOWMENT

## Learning & Evaluation Officer

*Pittsburgh, PA*

The Heinz Endowments seeks a deeply curious, collaborative, and strategic Learning & Evaluation Officer (LEO) who will serve as a connector and advocate in developing and applying tailored monitoring and evaluation methods, gathering impactful data, analyzing findings, and uplifting insights and shared learnings that support and enhance the Endowment’s evolving culture of learning and impact. Further, the LEO will provide critical leadership and perspective across programs by helping to cultivate iterative thinking, connect learning with goal setting and action, facilitate future visioning, and promote cross-team collaboration.

The Heinz Endowments (THE) strives to improve the quality of life for all in the Pittsburgh and Western Pennsylvania region, addressing many of the shared challenges that exist with communities nationally and globally. As a place-based philanthropy with assets over \$2.1 billion and annual distributions of ~\$70 million in grantmaking across three program areas, Creativity, Learning, and Sustainability, the Endowments bring the best people, ideas, and resources in the region together to build sustainable communities where everyone prospers and belongs. Since its establishment in 2007 with the consolidation of two Heinz family foundations, the Howard Heinz Endowment and the Vira I. Heinz Endowment, THE is a reflection of the values shared by generations of the Heinz family, their devotion to civic causes, and their willingness to embrace and invest in transformative ideas. With this legacy in mind, THE is devoted to advancing a vision of a region that achieves and models the full transition to a post-industrial era as a vibrant center of creativity, learning, and social, economic, and environmental sustainability.

In January of 2023, the Endowments’ board appointed President [Chris DeCardy](#) who is guiding THE in positioning itself to bring about transformative change by influencing key social systems—government, markets, and social norms. In support of these efforts, THE is refining its programmatic pillars, reflecting on its role in the region and how best to position its grantmaking for durable and measurable impact, and strengthening its grantmaking processes and operational capacity to enable a more data-informed and iterative approach to strategic lifecycles. With support from senior leadership and the board, the Endowments envisions a values-aligned organizational approach to philanthropy that is “All Together for Impact,” working in concert to develop focused strategies, structures, and feedback loops that shed light on THE’s impact and inform transformative, contemporary grantmaking solutions, which may serve as exemplars globally.

THE is committed to the success of its grantees and, to fulfill its mission, optimize pathways to impact, and affect positive change. The Endowments makes progress toward its vision through the synergy between grantee organizations and program staff. Grantee partners are critical change agents that bring local insights and a nuanced understanding of how specific interventions might be tailored to the context. They deliver

interventions aimed at targeted opportunities. Program staff utilize their relationships, expertise, and THE's resources and brand to complement the work of grantee partners.

To support these goals and vision, the LEO will join a growing Learning, Evaluation, & Research (LER) team that partners with program staff in cycles of strategy development, progress and impact measurement, and facilitated learning. The LEO will also be charged with helping to facilitate strategy-specific learning loops.

### Learning & Evaluation Officer

Reporting to the Director, Learning, Evaluation, & Research, Josie Innamorato, the LEO will design and implement strategy-specific monitoring and evaluation mechanisms, ensure meaningful data collection, conduct analyses, and facilitate learning from those mechanisms in partnership with program teams. The LEO will deliver evaluations for learning that reflect the relationships between program staff and grantee partners' channels to impact and assess progress toward short- and long-term organizational goals. Working closely with the LER Director and Data Specialist, the LEO will primarily serve the organization as an internal practitioner and at times, collaborate with third parties, occasionally leading cross-functional work teams related to special assignments—such as grants management practice—that enable evaluation and learning.

### Essential Duties

- Build trusting and collaborative relationships with program teams and grantee partners to facilitate evaluation and learning cycles
- Proactively monitor and adopt emerging and best practices in the field so that evaluation and learning mechanisms are methodologically sound, equity centered, and appropriately balance portfolio size, evaluation effort, and learning return
- Understand and design layered evaluation and learning tools for individual grants, sets of grants that advance a course of action, and courses of action that advance a strategy, relying on data collected from grantee partners, field intermediaries, and public entities and will differentiate outputs, outcomes, and impact
- Synthesize evaluation findings to recommend high potential next steps
- Share findings and facilitate learning conversations with internal and external audiences with varying comfort in evaluative practice
- Identify and leverage cross-programmatic opportunities for shared approaches to evaluation and learning that may emerge from strategy synergies or standards in grant craft

### Responsibilities

Every staff person at The Heinz Endowments is valued for their ability to advance our mission in the key areas outlined below.

- I. **THE Stewardship** – The LEO shall provide the dedication and motivation necessary to ensure The Endowments' health and success through effective stewardship of:
  1. **Mission and Practice:** Live the foundation's mission, communicate it effectively in actions and words, ensure that it serves continuously as an inspiration and guide.
  2. **Vision and Identity:** Ensure that the foundation's history, culture, reputation, and image are imbedded in our practices and shared through our commitment to transparency.

3. **Values and Ethical Standards:** Ensure alignment of all THE activities with ethical standards of philanthropic practice and the foundation’s core values.
4. **Assessment, Learning and Evolution:** Work with THE leadership team and staff to reinforce a trusting culture of data and experience-informed assessment, continuous learning and evolution in all THE functions and practices to assure greatest impact in an ever-changing world.

In particular, the LEO is a critical lead partner in advancing our practice as a continuous learning organization (#4) and assuring our work satisfies the highest ethical standards (#3), particularly in the collection and use of data and in the quality of evaluative approaches.

- II. **THE Impact** – serve as a THE representative with colleagues and constituencies clearly identified as necessary to engage with for maximum THE impact through:
  1. **Communications & Partnerships:** Forge strong collaborations and strategic alliances with diverse partners across sectors and communities to consistently generate connections, continually evolve and inform our practices and evaluation standards.
  2. **Community Leadership:** Ensure that THE provides insightful community leadership, highlighting and addressing regional challenges and opportunities related to equitable, effective and ever-changing operational practices. Serve as THE’s evaluation expert and learning guide regarding grantee mentoring/program mentoring related to development and use of evaluation models and metrics.
  3. **Strategic Grantmaking:** Ensure that all the Endowments’ grantmaking programs are relevant and impactful in response to changing community needs and a dynamic policy environment. Reinforce programmatic excellence, including building strong working relationships, mutual trust, and open channels of communication with grantees through effective communication, reciprocity in sharing evaluation findings and learnings, and professional development of our grantmaking and support services team. Lead and contribute to the development and refinement of THE’s monitoring, evaluation, and learning practices.

The LEO will be especially important in bringing insight and expertise to relevant and impactful programs (#3) as well as providing timely input and guidance for lead staff engaged externally to have the greatest impact (#2).

- III. **THE Organizational Performance:** The LEO shall provide the dedication and motivation necessary to ensure THE health and success through effective performance of:
  1. **Board Relations:** In support of the President and leadership team, ensure that the board has intelligent resources to guide understanding of the connection of mission and impact.
  2. **Cultural Leadership:** Serve as a communicative, unifying, and decisive leader and contributor. Ensure an internal organizational culture of trust, transparency, rigor, teamwork, and accountability. Promote constructive collaboration between departments and programs to ensure optimal insights and learning from all areas to enhance our grantmaking capability and impact.
  3. **Fiduciary Oversight:** Contributes to our policies and practices to ensure transparency with our program related work and evaluations and fulfill reporting obligations in connection with regulatory agencies, Federal, State and local laws and aligned with inclusive, equitable and ethical practices.

4. **Organizational Effectiveness:** Supports and guides the work in partnership with executive leadership towards achievement of vision, values, and mission. Promote cross-functional collaboration, ensure clarity of staff responsibilities and performance, and inspire a growth mindset.
5. Other duties as assigned.

Particularly, the LEO will be important in advancing THE's organizational effectiveness through tailored evaluation and learning practices that foster the culture critical to achieving the greatest possible impact (#4).

## Experience & Qualifications

The ideal candidate has six to eight years of related work experience cultivating and applying their evaluation for learning craft in multiple sectors for technical and non-technical audiences. They harmonize and analyze information from multiple sources and focus findings on actionable recommendations and will bring many of the following professional qualities and experiences:

- Robust experience designing and implementing action-oriented evaluation and learning plans for programmatic interventions, advocacy efforts, coalition- and network-building, and strategic communication campaigns and comfortability supervising third parties to do same
- Commitment to identifying and engaging with the many dimensions of equity and inclusion in evaluative practice
- Hands-on experience designing and facilitating face-to-face and virtual workshops for a variety of audiences to examine learning agendas, theories of change, research ethics, protocol and instrument development, and approaches to enhance utilization of evaluation findings
- Experience leading and monitoring data collection, management, and analysis (quantitative and qualitative)
- Ability to discern information that collaborators might like to know from information needed to inform next steps
- Proven ability to distill complex information and concepts into clear communication (written, graphic, verbal) that can be well understood and acted on by key audiences, including staff, Board, grantee partners and the broader field
- Demonstrated understanding of how philanthropy leverages diverse channels to deliver impactful change

## Education

Relevant experience and practiced competencies over specific degrees or concentrations are highly valued. While a particular degree or field of study is not mandatory, candidates should demonstrate how their educational background and hands-on experience align with the requirements of the position.

## Location, Schedule, & Compensation

THE offices are located in the EQT Plaza in Pittsburgh, PA. The Endowments provides a hybrid work schedule, offering employees the opportunity to work two days per week from home, if circumstances allow. This position is full-time with a compensation range: \$120,000 - \$132,000 annually, commensurate with experience.



## Interested in Learning More?

The Heinz Endowments has partnered with Talent Citizen to assist in this recruitment. Please contact President Tracy D. Welsh, Senior Associate Eva Kotilinek, and Associate José Cisneros to share your resume and cover letter via email at: [THE-LEO@talentcitizen.com](mailto:THE-LEO@talentcitizen.com).

If you meet many but not all the criteria and feel you may be a good fit for the role, The Heinz Endowments encourages you to apply. The Heinz Endowments is an Equal Opportunity Employer and does not discriminate on the basis of age, color, national origin, ethnic origin, citizenship status, disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, marital status, veteran status, or any other characteristic protected by federal, state, or local law in its employment policies. In addition, The Heinz Endowments will provide reasonable accommodations for qualified individuals with disabilities.