



Susan Thompson Buffett Foundation
Research and Evaluation Associate
Omaha, Nebraska

ORGANIZATIONAL OVERVIEW

The **Susan Thompson Buffett Foundation** is seeking a **Research and Evaluation Associate** for immediate hire. The Foundation was established in 1964 by Warren Buffett and the late Susan Thompson Buffett, and works to improve the lives of women and families throughout the world by promoting access to contraception and abortion and expanding educational opportunities for Nebraska students. It is comprised of Global, U.S., and College Access and Success (CAS) Programs and the Research and Evaluation Unit. The Associate will be an integral member of the Research and Evaluation Unit. The Foundation is committed to promoting equity, diversity, and inclusion through its programs, collaborations and research, as well as in the workplace.

RESEARCH AND EVALUATION

The Research and Evaluation Unit (R&E Unit) drives learning across the Foundation by providing technical support and guidance to the Global, U.S., and CAS Programs. The R&E Unit enhances the quality and effectiveness of the Foundation's grantmaking by guiding the early stages of research and evaluation idea-generation and planning, helping partners think through methodological and analytic approaches, and strategizing about the use of findings. Typical R&E tasks include: providing technical assessments and study design recommendations; helping Programs and grantees formulate research questions and hypotheses; and analyzing data in support of programmatic decision-making. In addition, the R&E Unit works with the Programs to commission expert external evaluations that assess the potential impact of major areas of grantmaking. As a part of this effort, the Unit serves as the technical interface between external evaluators, Program staff, and grantees. The R&E Unit itself does not carry out original research, conduct evaluations of Foundation projects, or publish.

GLOBAL PROGRAMS

Global Programs (GP) invests in sexual and reproductive health and rights around the world. At the core of the GP strategy is the central tenet that GP's funding will lead to permanent change: GP invests this funding to help build the systems, organizations, and institutions that will outlive its grantmaking, so that women and girls will continue to receive services when this funding comes to an end. GP aims to identify opportunities for impact by questioning, piloting, reflecting, learning, and putting learned information to effective use. GP is not afraid to fail or change its approach in light of new learnings. GP regards its investments as partnerships and its grantees as partners.

RESPONSIBILITIES FOR THE RESEARCH AND EVALUATION ASSOCIATE

The R&E Associate will support the work of the R&E Unit and will become deeply involved in several specific projects relevant to the Foundation's Global Programs, which are primarily in low income countries. Generally, the Associate will:

- Contribute meaningfully to R&E team and Foundation-wide dialogue to advance equity, diversity, and inclusion. Examples could include centering a DEI lens in measurement frameworks, supporting diverse pools of potential evaluation partners, etc.;
- Collaborate with colleagues to develop logic models, frameworks, and metrics to measure outcomes and impact of sexual and reproductive health programs;
- Assist R&E Officers with project management, including: monitoring timelines; reviewing proposals, contracts, study protocols, progress reports, and budgets and budget justifications; providing input into study design; preparing materials for and documenting key discussion points from internal and external meetings; and facilitating relationships with partners;
- Develop and provide input on written documents including Requests for Proposal (RFP), strategy memos, technical documents, and other communications for internal and external audiences;
- Search for, summarize, and synthesize scientific literature and develop relevant recommendations for Foundation colleagues;
- Prepare materials for technical presentations to support Foundation learning;
- Analyze quantitative or qualitative datasets for R&E-supported projects for internal Foundation use;
- Review and assist with the interpretation of data and prepare graphics to facilitate data use; and,
- Assist with other tasks as needed.

QUALIFICATIONS OF THE IDEAL CANDIDATE

While no one candidate will embody all the qualifications enumerated below, the ideal candidate will possess many of the following professional and personal abilities, attributes, and experiences:

- A demonstrated commitment to reproductive rights;
- A demonstrated commitment to the values of racial justice, diversity, equity, and inclusion, and an interest in engaging with colleagues and partners from an array of racial/ethnic and socio-economic backgrounds, ages, cultures, nationalities, genders, and sexual orientations; and an ability to articulate personal dedication to racial justice and equity and to rebalancing historic north-south power inequities still prevalent in global health;
- Master's degree with preference for a degree in the social sciences or public health;
- At least two years of monitoring, research and/or evaluation-related experience for health programs, including: developing measurement frameworks and logic models, selecting indicators, analyzing data, interpreting results, and applying lessons learned;
- Familiarity with evaluation study designs, causal inference, and the steps involved in collecting and analyzing data with rigor, quality, and transparency;
- An understanding of quantitative and qualitative research concepts and applications, experience working with analytical software packages (preferred);
- An ability to synthesize, visualize, and convey quantitative and qualitative findings – both in written reports and presentations – and to discuss the findings with non-technical as well as technical audiences;

- Experience living and/or working in low or middle-income countries (preferred);
- A commitment to centering the work of partners, with humility and awareness of cultural context and power dynamics;
- A demonstrated commitment to continuous learning and reflection, a willingness to think critically and creatively, and ask challenging questions;
- An ability to thrive in work environments with different levels of complexity and ambiguity;
- Professional integrity, collegiality, and a strong work ethic;
- An energetic, collaborative, adaptable, and flexible style, emotional intelligence, and a sense of humor and collegiality;
- Ability to work independently and proactively to accomplish a wide variety of tasks and projects;
- Familiarity with project management software (e.g., Basecamp) and G-suite (preferred) and with data visualization software (e.g. Tableau);
- Proficiency with Microsoft Office, EndNote, and other relevant software; and,
- Willingness to travel as needed (10-20%).

WHAT WE OFFER

The R&E Associate will join a team dedicated to using evidence to advance strategic grantmaking in support of the Foundation’s mission. The Foundation offers a unique opportunity to engage with talented and passionate staff and partners from around the world, and the R&E Director seeks to continually expand her team’s learning. The Foundation offers flexibility to staff to ensure a healthy work/life balance within a friendly and non-bureaucratic work environment.

TO APPLY

The Foundation is conducting this search with assistance from Allison Kupfer Poteet, Cara Pearsall, and Catherine Seneviratne of [NPAG](#). Candidates are strongly encouraged to apply as soon as possible. Please send a detailed cover letter describing your interest and qualifications, your resume (in Word format), and where you learned of the position to: **stbf-reassocGP@nonprofitprofessionals.com**.

The R&E team is committed to establishing an equitable process for soliciting applications, advancing candidates, and extending offers of employment. As part of the application process, top candidates will have the opportunity to have a “culture interview” with a Foundation staff member who is not directly involved in the hiring process. The purpose of this meeting is to give candidates an opportunity to learn about Omaha and the Foundation’s work culture in a relaxed, pressure-free environment.

STBF is an equal opportunity employer that does not discriminate on the basis of race, color, religion or belief, disability, gender, nationality, ethnicity, sex (including pregnancy, childbirth, or related medical conditions), gender identity or expression, sexual orientation, or any other status protected by law. Black, Indigenous, Latino^[1] and other people of color, and LGBTQ people are strongly encouraged to apply.

[1] Although not explicitly included here, R&E acknowledges that “Latinx” and “Latine” are terms used to denote gender neutrality.