



VentureWell is on a mission to cultivate a pipeline of inventors, innovators, and entrepreneurs driven to solve the world's biggest challenges and to create lasting impact. We foster collaboration among the best minds from research labs, classrooms, and beyond to advance innovation and entrepreneurship education and to provide unique opportunities for STEM students and researchers to fully realize their potential to improve the world.

Over the past 20+ years, we've funded and trained over 1,300 teams of science and technology inventors and innovators, and nurtured thousands of their startups reaching millions of people in over 50 countries with ground-breaking technological advancements in fields such as biomedicine and healthcare, sustainable energy and materials, and solutions for low-resource settings.

Senior Evaluation Analyst

The VentureWell Evaluation Team supports an array of programs and is expanding in order to support data-driven impact measurement and organizational decision making. This role is an opportunity for an experienced evaluator to apply their qualitative and quantitative skills while collaborating with internal stakeholders and external partners who are committed to creating change through innovation.

Responsibilities:

- Designs and leads the full life-cycle activities of evaluation (e.g., from proposal and logic model development through analysis and reporting); oversees multiple projects simultaneously
- Develops and administers qualitative and quantitative instruments for program staff and external clients (e.g., focus group and interview protocols, survey instruments, rubrics, site visit, and observation protocols).
- Provides technical assistance, support, and evaluation capacity building (e.g., best practice data collection processes, database management, understanding and using evaluation results).
- Initiates tools and process improvement techniques that serve the evaluation team in its workflow with internal and external partners.
- Collaborates with stakeholders across the organization as well as with external partners to develop and implement evaluation plans in support of our mission.
- Initiates and leads meetings with internal and external stakeholders to accomplish program evaluation design and implementation.
- Develops, manages, and leads survey design, deployment, data analysis, and reporting.
- Develops interview and focus group protocols, conducts interviews, and moderates focus groups.
- Interacts with program participants to enable successful completion and participation in surveys, interviews, and focus groups.
- Manages, extracts, merges, cleans, and stores data in a regular and reproducible fashion using a combination of tools (including Salesforce, R, Excel, Tableau)
- Defines data requirements and communicates findings to technical and non-technical staff
- Conducts exploratory data analysis using Tableau, R, and/or Excel and prepares statistics, tables, and graphs to convey those results to stakeholders.
- Analyzes and translates quantitative and qualitative data into insightful written reports, visualizations, and dashboards to inform program development and organizational decision making. Responds to internal staff and external funder requests for information on a regular basis.
- Synthesizes evaluation results for use in the development of reports to funders, conference

presentations, and journal articles. Develops protocols for research with human subjects and follows external IRB procedures and documentation.

- Coaches, trains, and supports less experienced staff in all facets of evaluation. May manage assigned staff.

Requirements:

- Master’s degree in a social science or related field required; Ph.D. is a plus.
- Minimum of 7 years of related research and evaluation experience leading program evaluation projects including direct funder engagement, and timely delivery of high- quality products
- Exceptional writing and synthesis skills. Able to deliver both concise summaries and in-depth reports
- Must have demonstrable technical skills among the following tools:
 - Survey tools (e.g., SurveyGizmo, Qualtrics)
 - Statistical analysis (e.g., R, Python, Stata)
 - Databases, data warehouses, or CRMs (e.g., Salesforce)
 - Qualitative research packages
 - Data visualization or business intelligence (e.g., Tableau)
- Evidence of strong project management skills, including development of processes and tools that document work and facilitate replication
- Extensive experience evaluating program effectiveness using multiple methods. Experience with entrepreneurial education or collective impact is a plus.
- Experience implementing and interpreting multivariate statistical analysis; social network analysis is a plus
- Knowledge of survey methodology, including process design, instrument creation, and fielding of surveys
- Experience collecting, analyzing, and developing metrics using primary (e.g., survey) and secondary (e.g., Census, BLS) quantitative data in a replicable manner
- Experience conducting interviews, focus groups, and performing qualitative research
- Ability to succeed and thrive in an environment with competing and changing priorities and tight deadlines
- Track record of and ability to build solid, collaborative working relationships; strong team player who enjoys “customer service”
- Self-starter with strong attention to detail and a commitment to delivering high-quality work
- Active learner who independently learns new tools and work processes quickly

Candidates for this position must not require sponsorship for U.S. Work Authorization

For more information about VentureWell, including our benefits, click [here](#)

To apply, please send a cover letter, and your resume to jobs@venturewell.org

VentureWell is located in Hadley, MA in the scenic Pioneer Valley. A short distance from Amherst and Northampton, this vibrant area in western Massachusetts is also referred to as the Five College area, home to Amherst College, Hampshire College, Mt. Holyoke College, and Smith College, as well as the University of Massachusetts’ flagship campus. The academic influence on the area’s culture and the accessibility to the beautiful outdoors combine to make it a wonderful location to live and work!

VentureWell is an Equal Opportunity/Affirmative Action Employer. M/W/D/V