



## **Social Impact Evaluation Manager**

Cardea is a national nonprofit organization that provides social impact evaluation, policy advancement, capacity development, and professional learning services to health and human service organizations. Cardea envisions a world in which optimal health and well-being, equity, and justice are realities for all communities, and we address complex program, policy, and systems issues by co-creating solutions that center community strengths and wisdom.

The Social Impact Evaluation Manager works collaboratively with other members of the team to support research and evaluation activities across Cardea. This is a full-time, individual contributor position that reports directly to the Social Impact Evaluation Director. This is a fully remote position that requires occasional travel with overnight stays.

### **Specific Duties**

- Contribute to multiple short- and long-terms social impact evaluation initiatives that advance Cardea's vision, mission, and values
- Support development of evaluation instruments and protocols aligned with Cardea's values
- Manage data collection, transcription, data entry, and data storage to ensure adherence to social impact evaluation protocols and maintain quality
- Develop and implement data analysis plans, including appropriate quantitative and qualitative analysis methods
- Contribute to writing resources, reports, systematic literature reviews, document scans, presentations, articles, abstracts, and other dissemination products for partners
- Produce data visualization through charts/graphs/figures/tables using best practices for data storytelling
- Support coordination and management of workplans to ensure projects stay on track
- Facilitate meaningful community engagement events and conversations that center equity, strengths, and participant voice
- Develop, submit, and monitor human subjects review materials, as appropriate
- Collaborate with team members to troubleshoot social impact evaluation-related challenges and improve processes
- Work across Cardea teams and in a team-based environment to meet project goals and objectives
- Contribute to new business activities through relationship building and the development and preparation of proposals
- Participate in local, regional, and national meetings, as requested

### **Skills & Abilities**

- Master's degree or equivalent in public health with a focus on epidemiology, biostatistics, or data analysis
- Knowledge of public health, social services, and/or equity and social justice initiatives
- Knowledge of clinical, public health, social service, and educational systems at the Tribal, state, and/or local levels
- Proficiency in quantitative and qualitative data management best practices
- Proficiency in R, SPSS, Tableau, ArcGIS, or another statistical analysis software



- Familiarity with Dedoose, NVivo, or another qualitative analysis software
- Proficiency in Microsoft Office Suite including Outlook, Word, Excel, PowerPoint, and SharePoint
- Familiarity with Alchemer, SurveyMonkey, Qualtrics, or another electronic survey platform
- Experience developing and contributing to publications such as evaluation/research reports, technical documents, and in-depth resources
- Experience merging, cleaning, and managing complex datasets and data collection systems
- Knowledge of adult learning principles and equity-centered facilitation techniques
- Demonstrated experience in managing multiple tasks and in organizing and prioritizing work assignments and ongoing duties
- Demonstrated knowledge and experience in working with diverse constituencies including public agencies, nonprofit organizations, and community groups and organizations
- Ability to communicate effectively and timely in writing and verbally with colleagues, clients, and program partners
- Ability to work effectively in a small, diverse team environment
- Willingness and ability to travel nationally with overnight stays (<20%)

Cardea provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, gender, sexual orientation, gender identity, national origin, age, disability, or any other status protected by applicable federal, state, and local laws. Cardea complies with all applicable federal, state, and local laws that prohibit discrimination in the workplace.

Cardea offers a comprehensive benefits package that includes employer-sponsored medical, dental, and vision premiums for the employee with an employee cost-share; Health Care and Dependent Care Flexible Spending Accounts; and employer-paid life insurance, short-term disability insurance, and long-term disability insurance. Cardea also provides 20 days of paid time off (PTO) per year in the first year of employment with annual PTO accrual increases through the sixth year of employment and 13 paid holidays.

The salary range for this position is \$64,000 to \$90,000 annually. The starting/hiring range is \$64,000 to \$75,000 annually. This is an exempt position.

Please submit a **cover letter and resume** to [careers@cardeaservices.org](mailto:careers@cardeaservices.org) by **November 9, 2025**. Please write "Social Impact Evaluation Manager" in the subject line. Applications without cover letters will not be accepted.