Learning Associate Job Description

EXECUTIVE SUMMARY

The Fred and Barbara Erb Family Foundation is seeking applications for the position of Learning Associate to support the Foundation's learning journey and the impact strategy of its grantmaking in the next 9 years of its spenddown. Since 2008, the Foundation has made more than $200 million in grants to improve the quality of life for residents in Southeast Michigan and the Great Lakes region since launching its grantmaking in 2008.

In 2022, the Erb Family Foundation announced its plans to shift from a perpetual foundation to a spenddown model and conclude its grantmaking by 2034-2035.
The grantmaking priorities for the Foundation's spenddown center on six areas of focus: Alzheimer's Research, Arts and Culture, Democracy, Great Lakes, Sustainable Business, and Legacy Giving.

In addition to its grantmaking, the Foundation works closely with grant partners to learn how to better invest in their organizational health and long-term durability. Across all its activities, the Foundation's goal is to inspire a new generation of leaders and philanthropic partners to carry on Fred and Barbara's passions long after the Foundation is gone.

This work is guided by the Foundation's mission and vision:
The Fred and Barbara Erb Family Foundation envisions a flourishing, healthy, and resilient Great Lakes ecosystem and a culturally vibrant, sustainable southeast Michigan. Toward this end, we strengthen the cultural and environmental organizations that share our vision to make this a reality for generations to come.

And, by its values:
to make a lasting transformative difference; embrace possibility; work and learn in partnership; and pursue fairness and respect.

THE OPPORTUNITY

We are seeking a Learning Associate to work across the Foundation's grantmaking areas and operations to support staff and the Learning Director in using data to drive decision-

making. This position will also help the Foundation communicate what it learns with its partners, support staff, and partners in growing their organizational capacity efforts.

The Learning Associate will report to the Foundation's Learning Director who oversees learning, communications, and non-grantmaking capacity building efforts. The person in this position will collaborate cross-functionally with staff throughout the Foundation to advance learning and development efforts.

CORE DUTIES & RESPONSIBILITIES

The duties of the role will be to support the Learning Director in learning, communications, and capacity building efforts. These efforts include:

- Embracing and elevating a culture of learning within the Foundation, supporting the models of evaluation & reporting, and their uses to lead impactful grantmaking and organizational practices.
- Supporting the development and refinement of organizational and grantmaking programmatic learning questions and developing plans to answer and report on those questions to various audiences.
- Collecting, cleaning, synthesizing, and analyzing qualitative and quantitative data to develop actionable findings and next steps.
- Supporting the development of communications about learning and organizational strengthening efforts.
- Offering recommendations for strategic learning decisions across the Foundation (e.g., data visualizations, grant application questions, final report questions, systematic data collection, etc.).
- Recommending capacity building support for internal staff and external partners.

QUALIFICATIONS

- Demonstrated commitment to the Foundation's mission, values, and the issues we support.
- Experience implementing and analyzing qualitative, quantitative, multimethod, and mixed method approaches to support learning in the nonprofit sector.
- Ability to weigh available evidence against the limitations of different methodological approaches, and guide others in determining a pragmatic approach that leads to informed organizational decision-making.
- Support the development of learning strategies while leading data analysis.
- Experience getting up to speed quickly on multiple subject areas to support staff in connecting their work to learning and vice versa.

- Experience supporting or facilitating learning activities such as trainings, workshops, reflection sessions, or coaching for adult learners.
- Evidence of translating evaluation and learning concepts to non-evaluators, including monitoring, data collection, analysis, and results.
- Strong organizational, writing, and communication skills with attention to detail.
- The ability to build collaborative relationships, navigate challenges strategically, manage conflict, and maintain a growth mindset.
- Ability to maintain the highest levels of integrity, ethics, discernment, diplomacy, and strict confidentiality.
- Proficient with Microsoft 365 including Teams, Word, Excel, PowerPoint, Outlook, etc. and ability to work in an online grants management system.
- Ability to work professionally and effectively with staff, grantees, service providers, vendors, and other partners.
- Solutions and results-oriented with a high level of emotional intelligence, cultural competence, discretion, and professionalism.
- Self-motivated and proactive across all job functions.

EDUCATION & EXPERIENCE

The Learning Associate will have a bachelor's degree in social science or a related field and at least two years of experience using evaluation and learning in nonprofit organizations, including foundations. Candidates with an alternative but comparable level of expertise are encouraged to apply.

WORK ARRANGEMENT, COMPENSATION, AND BENEFITS

The Foundation's office is in Royal Oak, Michigan. Full-time staff work a hybrid schedule (3 days in-person and 2 days remote). Attendance at evening and weekend events and occasional regional travel should be anticipated.

While performing the duties of the job, the Learning Associate is regularly required to communicate effectively with internal and external partners. They will be frequently required to sit and to use their hands to handle or feel. They may occasionally need to stoop, kneel, or crouch, and lift and/or move up to 50 lbs.

In the normal course of work, employees operate a laptop, iPad, telephone, cellular telephone, web conferencing equipment, and copier/printer. This position requires the employee to make decisions in a timely manner and anticipate all the potential ramifications of decisions made. The employee must be able to read and interpret documents, understand/follow complex written and oral instructions, be able to express themselves clearly/concisely, perform mathematical functions, and handle multiple, concurrent tasks.

The salary for this position begins at $80,000 and may be adjusted according to qualifications and experience. The Foundation offers a comprehensive benefits package including employer-paid health, dental, and vision insurance and a generous 401K plan.

TO APPLY

Please email a resume to Employment@erbff.org outlining your qualifications and include a description of why you are interested in the role in the body of your email. The position will be filled as soon as the right candidate is identified.

Erb Family Foundation is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity, disability, age, citizenship status, and genetic information, or any other characteristic protected by federal, state, or local law.