Program Analyst; Reports to Program Director ; Mountain View, CA

About Us:
The Sobrato Family is committed to building a strong and vibrant Silicon Valley community through business and philanthropic leadership. The mission of the Sobrato Family Foundation is to support low-income residents in Silicon Valley who seek stability and opportunities for upward mobility. Inequality of opportunity in Silicon Valley continues to grow, leaving Silicon Valley residents more vulnerable to poverty and declining economic status. The Sobrato family believes that it is uniquely positioned to address these challenges by providing families with the critical services they need to survive through its Essential Human Services program, ensuring families are on a path to self-sufficiency through its Pathways for Success program, and investing in future generations so they achieve upward mobility through its Education program. The foundation invests directly in the region's nonprofits by providing in-kind office and meeting space through its Sobrato Center for Nonprofits program. The family understands the role it must play as a leader on critical issues facing residents by acting as a voice for increased investment in this region. Stemming from its experience incubating and launching the Sobrato Early Academic Language (SEAL) model, The Sobrato Family Foundation also invests in statewide efforts to center English Learners in California education.

About the Position:
The newly created position of Program Analyst will conduct research, analysis, synthesis, and contribute to a range of projects pertaining to a range of programs in the Silicon Valley Inequality Focus area, including Essential Human Services, Pathways for Success, Education, and the Sobrato Center for Nonprofits. The Analyst will work with the Program Director to identify projects and activities that further the foundation's goal to leverage data, evidence and insight to track progress toward our goals and engage in strategic learning. The role will involve developing and managing data sets, aggregating and analyzing program and field/landscape data, synthesizing evidence and best practices, reviewing grant proposals and reports, and supporting strategic learning. The Analyst will collaborate with a mix of internal staff and represent the Foundation with grantees, external experts, and stakeholders.

Key Responsibilities:
- Support implementation of cross-foundation evaluation and learning framework and program measurement and learning plans:
    - Provide project management support for evaluation and learning activities.
    - Manage quantitative and qualitative datasets. Develop and manage database to track landscape and program data; track and aggregate program outcomes and indicators; conduct analysis, update data, and develop reports for quarterly Board-facing dashboards.
    - Support organizational learning by assisting in processes to gather and leverage feedback from a range of stakeholders (internal and external).
    - Provide direct and specific technical assistance to grantees to help strengthen their data collection and analysis as part of program monitoring.
    - Contribute to the development of an organizational culture for the use of data to inform decision-making.
- Support grantmaking teams in achieving their programmatic outcomes:
    - Conduct analysis, research, perform literature reviews, synthesize and summarize results pertaining to program strategies, and in response to leadership and Board priorities.

- o Provide project-specific support to grantmaking teams in support of strategic learning, program outcomes, and program efficiency.
- o Provide grants administration support for programmatic data during grantmaking process and for duration of active grants, as needed.
- o Provide ideas and content for stories or briefs to share what we're learning and support engagement with a range of stakeholders.
- o Create clear and compelling written memos and oral presentations that synthesize findings and recommendations drawn from analysis.

Qualifications and Abilities:
Skills & Experience
- Superior written and interpersonal communications skills.
- Expert-level technical skills with PowerPoint and Excel modeling.
- Ability to build databases, manage, and analyze large amounts of data with strong attention to detail.
- Demonstrated ability to craft memos, briefs, presentations, or similar deliverables that make complex concepts and analyses accessible to a variety of audiences.
- Demonstrated technical skills in data collection, structuring analysis, performing synthesis, and providing data-driven written reports and presentations that meet project objectives and timelines.
- Solid understanding and experience with program monitoring and evaluation, including knowledge of qualitative and quantitative methods. Knowledge base and skillset to identify, access, manage, and analyze data from a wide variety of sources.
- Demonstrated capacity to effectively apply learning, and to use research and evaluation in the evolution of organizational strategies and program execution.
- Excellent organization, administrative, analytical, project and people management skills.
- Excellent oral presentation skills, including the ability to frame and articulate data and to support working sessions that allow all participants to engage with data.
- Demonstrated ability moving projects forward on teams with differing work and communication styles.

Working Style & Organizational Context
- Ability to efficiently multi-task/manage simultaneous projects across diverse program areas and demanding timeframes.
- Highly self-motivated with a strong entrepreneurial mindset.
- A passion for harnessing opportunities inherent in a new role and growing organization.
- Growth mindset and eagerness to identify solutions, offer ideas, test new approaches, respond to feedback, and make course corrections.
- Ability to use discretion, maintain confidentiality and use sound judgment in responding to issues and concerns.
- Demonstrated ability to work both independently and collaboratively as a team player.
- Highest standard for professional and responsive demeanor: efficient, knowledgeable, tactful, and confidential.
- High tolerance for ambiguity. Ability to thrive in an environment of organizational change and changing functions.
- Team building skills, organizational savvy, and the ability to use interpersonal and constructive communications in cooperative, collaborative, and diplomatic ways.

Qualifications
- Minimum 3-5 years' experience in nonprofit and/or philanthropic sectors.
- Bachelor's degree required.
- A Master's Degree or 2-3 years' experience in program evaluation and/or research methods.
- Experience working with diverse populations.
- Commitment to Sobrato Philanthropy's mission.
- Knowledge of the Silicon Valley region a plus.
- Proficiency with MAC including the Microsoft Office 365 suite.
- Familiarity with data visualization tools like Tableau and grantmaking tools like Fluxx, a plus.

Additional Information:
- Salary commensurate with experience
- Highly competitive benefits package
- Full-time, exempt position

Equal Employment Opportunity
The Sobrato Organization is an equal opportunity employer, welcomes a diverse pool of applicants, and makes employment decisions on the basis of merit. TSO's policy prohibits unlawful discrimination based on race, color, religion, gender, sexual orientation, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, military service, legally protected medical condition, or any other consideration made unlawful by federal, state, or local laws.

To apply: https://www.sobrato.com/position-announcement-program-analyst/