

Associate, Impact, Evaluation & Learning
Partnership for a Healthier America
Washington, DC

Background

Partnership for a Healthier America (PHA) was founded in 2010 in coordination with, but apart from former First Lady Michelle Obama's Let's Move Initiative. Our work is centered on crafting robust private sector partnerships that deliver lasting, systemic changes that improve the food supply and increase physical activity so that all children, especially those disproportionately affected, grow up to be adults free from obesity, diabetes, heart disease, and other chronic conditions.

PHA has worked with over 225 partners that commit to making business practice changes in the interest of public health. As a part of its partnership model, PHA works with third party evaluators to verify progress against each commitment, the results of which are published annually in PHA's progress report.

Position Description

Reporting to the Director, Impact, Evaluation & Learning this position will be responsible for managing the partner verification process, assisting with evaluation projects and managing PHA's Salesforce database.

Specifically, the position will:

Impact, Evaluation and Learning

- Manage the annual verification and reporting process, which informs PHA's Annual Progress Report, including managing deadlines, communicating with and assisting external partners through the process, managing data uploads and conducting partner portal trainings.
- Monitor partner progress and trends to keep partner leads and senior staff informed and to identify opportunities for evaluation.
- Review relevant peer-reviewed articles and maintain a repository of key statistics.
- Support deeper dive evaluation and learning projects, including journal articles, white papers, and case studies.
- Other duties as assigned.

Salesforce Management

- Understand PHA's Salesforce database and be able to respond to user support needs.
- Drive and increase user adoption and ensure user satisfaction, including developing, documenting and delivering training.
- Maintain a holistic view of all business processes and users in the system to understand cross-functional impacts with regard to configuration, process, workflow and reporting and recommend business process improvements.

- Manage online community for partner verification

Qualifications

- Bachelor's degree required.
- Certified Salesforce Administrator and/or experience using Salesforce, Pardot, Salesforce Communities, Form Assembly, or in software development a plus.
- Highly detail oriented with exceptional problem solving skills.
- Demonstrated project management skills, with the ability to multi-task and deliver quality work on time.
- Strong interpersonal and communication skills, with the ability to effectively communicate with senior partner contacts, staff, and prospects.
- Passion for PHA's mission.

To apply for this position, please send a resume, cover letter and salary history/requirements to jobs@ahealthieramerica.org with "Associate" in the title.

We regret we can only contact selected applicants. PHA offers competitive compensation and benefits. Equal Opportunity Employer.