



Fractional Learning & Evaluation Manager

ORGANIZATION OVERVIEW

The Seattle Social Housing Developer (SSHD) is a Public Development Authority (PDA) committed to creating, owning, and stewarding permanently affordable, mixed-income housing that is publicly financed, publicly controlled, and free from market speculation. As we lay the foundation for this transformative model, guided by international examples and rooted in public accountability, we are building a team to define a new standard for equitable, sustainable, and community-centered social housing development in Seattle. Our goal is to expand access, strengthen the social fabric of our city, and ensure housing that is affordable forever and inclusive by design for current and future generations.

POSITION OVERVIEW

The Learning & Evaluation Manager is a foundational, part-time role responsible for building SSHD's learning and evaluation capacity as the agency grows. This position will serve as SSHD's primary point of contact for external research and evaluation partners, such as university-based research teams, and will manage the broader data infrastructure needed to support ongoing evaluation, surveys, and organizational learning.

This role is responsible for establishing sound data governance, privacy, and confidentiality practices; coordinating research activities and data requests across internal and external stakeholders; and designing internal evaluation processes that help SSHD understand and improve the effectiveness of its programs. The person in this role will work independently, with the flexibility and judgment to manage a new function with limited day-to-day oversight.

This is currently a part-time position. As SSHD matures and the volume of research, evaluation, and data work grows, there is an expectation that this role and the learning and evaluation function more broadly will expand over time.

POSITION DETAILS

Job Title: Learning & Evaluation Manager

Department: Operations

Reports To: Chief Operating Officer

FLSA Status: Non-exempt

Compensation & Benefits

Salary Range: \$57.69 - \$69.71 an hour, pro-rated for part-time status. This is a part-time position; benefits eligibility (health, dental, vision, and PERS retirement pension plan through the State of Washington) will be pro-rated in accordance with SSHD policy and Washington State requirements for part-time employees.

Work Schedule

This is a part-time position, anticipated at approximately 20 hours per week (0.5 FTE), with the schedule expected to grow as SSHD's data, research, and evaluation needs increase. Hours are generally flexible and can be arranged within standard business days, with occasional coordination outside core hours to accommodate research partners' timelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Data Infrastructure & Governance

- Serve as SSHD's primary point of contact for external research and evaluation partners, including university-based research teams, coordinating data requests, timelines, and deliverables.
- Develop and maintain SSHD's data infrastructure, including systems for organizing, storing, and securing programmatic, resident, and organizational data.
- Establish and oversee data governance protocols, including privacy and confidentiality safeguards for resident and organizational data.
- Ensure data-sharing and research activities comply with applicable privacy and confidentiality requirements, coordinating with research partners and legal counsel as needed.
- Negotiate and maintain Data Use Agreements and data-sharing agreements with external research partners, covering administrative, survey, and application data.
- Coordinate SSHD's role in human-subjects review, informed consent, and IRB processes for research conducted in partnership with external institutions.
- Vet and fulfill external requests for sensitive data (e.g., applicant or resident contact information) against SSHD's privacy commitments, escalating as needed.

Learning & Evaluation

- Design and lead internal evaluation efforts to assess program outcomes and effectiveness across SSHD's operations.
- Coordinate research activities with external partners, including survey design, data collection, and reporting, while working to mitigate survey burden on residents and staff.
- Translate evaluation findings and data insights into clear, actionable recommendations for program and policy improvement.
- Build internal learning practices, such as regular reporting, feedback loops, and data-informed decision-making processes.

Department & Systems Development

- Help design and stand up SSHD's learning and evaluation function, including workflows, tools, and documentation, as the organization grows.
- Work independently to manage day-to-day responsibilities, exercising sound judgment in a part-time capacity with limited supervision.
- Identify opportunities to scale the learning and evaluation function as SSHD's data, research, and evaluation needs expand over time.
- Coordinate research partners' access to internal meetings, events, and community introductions, in partnership with the Resident Liaison and Operations team.

REQUIRED SKILLS AND ABILITIES

- **Data Management & Governance:** Demonstrated experience managing organizational data systems, including data privacy, confidentiality, and security best practices.
- **Research & Evaluation:** Experience designing and/or leading program evaluation, applied research, or learning agendas, ideally within nonprofit, public sector, or housing contexts.



- **Partnership Coordination:** Ability to serve as a primary point of contact for external research partners, managing timelines, deliverables, and communication.
- **Independent Judgment:** Ability to work independently with minimal oversight, exercising sound judgment on data governance and evaluation matters.
- **Organizational Development:** Experience helping build or scale a new function, program, or department, including establishing workflows and documentation from the ground up.
- **Communication Skills:** Ability to translate complex data and evaluation findings into clear, actionable insights for varied audiences, including board members, staff, and residents.
- **Technology Proficiency:** Proficiency with data management, survey, and analysis tools (e.g., Excel, survey platforms, data visualization software).
- **Discretion & Confidentiality:** Demonstrated ability to handle sensitive resident and organizational data with discretion and sound judgment.
- **Research Compliance Literacy:** Familiarity with human-subjects research requirements, IRB processes, and data use agreements sufficient to coordinate SSHD's role in externally partnered research.

EDUCATION AND EXPERIENCE

- Bachelor's degree in a relevant field (e.g., public policy, social work, statistics, data science) or an equivalent combination of education and professional experience.
- Minimum of five (5) years of experience in program evaluation, applied research, data management, or a related field.
- Demonstrated experience managing data governance, privacy, or confidentiality protocols.
- Experience coordinating with external research partners, academic institutions, or similar collaborators.
- Experience working independently and managing multiple priorities in a small or growing organization.

PREFERRED QUALIFICATIONS

- Master's degree in public policy, social work, statistics, data science, or a related field.
- Experience working in affordable housing, social housing, or public sector settings.
- Experience building or growing a learning & evaluation or data function within a growing organization.
- Familiarity with survey research methods and strategies for mitigating survey burden.
- Experience with IRB processes or academic research partnerships.
- Familiarity with Washington State or federal data privacy requirements.

OTHER REQUIREMENTS

- Must pass a background check.
- Ability to work occasional flexible hours to coordinate with research partners and internal stakeholders.



TO APPLY

Send a position-specific cover letter and resume in a single PDF to: careers@seattlesocialhousing.org. Application deadline is open until filled.

BUILDING EQUITY THROUGH HOUSING AND HIRING

As part of Seattle Social Housing's overall commitment to racial equity, we work for affordable housing development that is grounded in justice. We see the hiring of this position, and all positions, as an opportunity to be a more equitable and racially just organization.

Seattle Social Housing is an equal opportunity employer and does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or other legally protected status. People of color, Native and Indigenous people, trans and LGBTQIA people, people with disabilities, and other individuals who bring critical perspectives from historically marginalized communities are strongly encouraged to apply.