



American Indian Cancer Foundation®



MISSION

The American Indian Cancer Foundation (AICAF) works to eliminate the cancer burdens of American Indian and Alaska Native (AI/AN) people through improved access to prevention, early detection, treatment, and survivor support.

Position Title: Evaluation Project Manager

Reports to: Research and Evaluation Program Director
Salary Range: \$83,000-\$90,000 Annually (depending on qualifications)
Classification: Full-time, Exempt
Location: Remote with occasional travel (approximately 30%)

About AICAF

The American Indian Cancer Foundation (AICAF), a national nonprofit, is committed to supporting American Indian and Alaska Native (AI/AN) cancer patients, communities, tribal leaders, and healthcare providers with the knowledge and resources to improve cancer prevention, early detection, treatment, and survivorship outcomes across Indian Country. By educating and empowering, we can collectively work towards a cancer-free future for our people and future generations.

Position Summary

The Evaluation Project Manager leads the planning, implementation, and management of evaluation activities across multiple AICAF programs and grants. This position develops culturally responsive evaluation frameworks and tools, oversees data collection and analysis efforts, and ensures evaluation findings are translated into meaningful insights that support program improvement, organizational learning, and grant reporting.

The Evaluation Project Manager collaborates closely with program teams, community partners, funders, and external evaluators to ensure evaluation activities align with project goals, Indigenous evaluation principles, and AICAF's strategic priorities. This role manages multiple concurrent projects and serves as a subject matter expert in program evaluation, outcomes measurement, and continuous quality improvement.

Please Note: while the primary focus of this role is as stated above, you may be asked to contribute to other tasks or projects, temporarily or permanently, as determined by organizational needs.

Key Responsibilities

- Project Management & Program Oversight
 - Lead the planning, implementation, and oversight of evaluation activities across multiple programs and grant-funded initiatives by developing project workplans, timelines, deliverables, and reporting schedules.
 - Monitor project progress and proactively identify and address risks or barriers to successful

completion.

- Coordinate evaluation activities with internal staff, community partners, consultants, and funders.
- Support project teams in integrating evaluation activities throughout program implementation.
- Ensure evaluation deliverables are completed on time and in accordance with grant requirements.
- Evaluation & Data Strategy
 - Design and implement culturally responsive evaluation plans, frameworks, and logic models.
 - Develop evaluation tools, data collection instruments, and reporting systems.
 - Lead quantitative and qualitative data collection, management, analysis, and interpretation activities.
 - Apply Indigenous Evaluation Framework principles and culturally informed approaches throughout evaluation processes.
 - Monitor program outcomes and identify opportunities for continuous improvement.
 - Develop and maintain evaluation resources, templates, and practices that support consistency across AICAF projects.
- Reporting & Communication
 - Prepare evaluation reports (verbal and written), dashboards, presentations, and summaries for internal and external audiences.
 - Translate complex evaluation findings into clear and actionable recommendations.
 - Support grant reporting and documentation requirements.
 - Develop culturally tailored evaluation tools, training materials, and resources for staff, partners, and community audiences.
 - Present findings to funders, partners, Tribal communities, leadership, and other stakeholders.
 - Facilitate learning sessions and training opportunities related to evaluation findings and best practices.
- Organizational Leadership & Collaboration
 - Serve as an internal resource on evaluation methods, outcomes measurement, and data-informed decision making.
 - Collaborate with project managers, directors, and leadership to align evaluation activities with organizational priorities.
 - Contribute evaluation content and data-informed recommendations to proposal development, program planning, and funding opportunities.
 - Participate in organizational initiatives, strategic planning efforts, and special projects.
 - Support development of organizational policies, systems, and processes related to evaluation and performance measurement.
- Other Duties
 - Work collaboratively as an AICAF team member and contribute to cross-organizational work as needed.
 - Complete other duties as assigned.

Qualifications

- Education and Experience
 - Required
 - Bachelor's degree in Public Health, Social Sciences, Evaluation, Indigenous Studies, Community Health, Research, or related field.
 - Minimum 3-5 years of experience managing projects, programs, evaluation initiatives, or related work.
 - Experience developing and implementing program evaluation plans.
 - Experience with qualitative and quantitative data collection and analysis.
 - Experience applying Indigenous Evaluation Framework principles and culturally responsive evaluation practices.
 - Proficiency with data management and evaluation software (e.g., Qualtrics, Dedoose, or similar).
 - Demonstrated ability to independently manage multiple projects, competing priorities, and deadlines.
 - Experience working with American Indian and Alaska Native communities.
 - Strong analytical, problem-solving, and organizational skills.
 - Excellent written, verbal, and presentation skills.
 - Preferred
 - Master's degree in Public Health, Social Sciences, Evaluation, Indigenous Studies, Community Health, Research, or related field.
 - Experience working in nonprofit, Tribal, or public health settings (strong preference for familiarity with Tribes in Minnesota and the surrounding region).
 - Experience supporting federal or state grant reporting requirements.
 - Experience facilitating trainings, presentations, or community engagement activities.
 - Experience managing subcontractors, consultants, or evaluation partners.
- General Skills and Abilities
 - Highly organized and detail-oriented, with the ability to manage complex projects, prioritize competing deadlines, and work independently with minimal day-to-day supervision.
 - Strong communication skills (written and verbal) with demonstrated abilities in computer technology, report writing, facilitation, team collaboration, and public speaking.
 - Sensitivity to cross-cultural differences and ability to work effectively within diverse contexts, demonstrating discretion, tact, knowledge, judgment, and overall ability in working effectively with diverse groups of people.
 - Strategic thinker who is also willing to engage in hands-on implementation work.
 - Commitment to fostering an inclusive, collaborative, and mission-driven workplace culture.
 - Ability to navigate sensitive situations with discretion, integrity, and sound judgment.
 - Experience with or willingness to learn Microsoft Office tools, including, Outlook, Teams, Word, Excel, and SharePoint.
 - Demonstrated high work ethic, integrity, and professional conduct.
 - Strong passion for AICAF's mission, vision, and values.
- Other
 - This position requires up to 30% travel, primarily for meetings, trainings, community engagement, and project-related activities. Other work may be performed remotely.

- Must have a current driver's license and willingness to drive a vehicle in rural and urban areas.
- Available to work flexible hours as needed to meet project deadlines, partner schedules, and community engagement needs.
- Ability to promote and model a healthy lifestyle that is free from commercial tobacco and illegal drugs.

Standards of Conduct

- Consistently exhibit professional behavior and a high degree of integrity and impartiality appropriate to the responsible and confidential nature of the position.
- Maintain a professional presence and an organized, confidential workspace appropriate for remote work, virtual meetings, and sensitive information.
- Treat both internal and external partners with dignity and respect and show consideration by communicating effectively.
- Understand that any work product that is created during the course of employment is the property of AICAF and not the employee.
- Exercise judgment and initiative in the performance of duties and responsibilities.
- Abide by AICAF policies and procedures, as outlined in the Handbook.
- Research and attend training as needed and with the approval of a supervisor to improve skills that enhance overall capabilities related to job performance.

Physical Demands and Work Environment

- Frequently required to stand, walk, and sit.
- Occasionally required to climb, balance, bend, stoop, kneel, or crawl.
- Continually required to talk, hear, and utilize hand and finger dexterity (e.g., use a keyboard).
- Continually utilize visual acuity to operate equipment such as a computer and phone and read technical information.
- Occasionally required to lift/push/carry items less than 25 pounds.
- Required to maintain a dedicated, professional home workspace suitable for confidential work, video calls, and reliable high-speed internet access.
- Ability to participate in virtual meetings, with video and audio turned on, and webinars associated with a remote environment.

Benefits Package

Generous fringe benefits include:

- Health and Dental Insurance (employer paid 100% of employee premiums & 50% of dependent premiums)
- Flexible Spending Benefits (Medical and Dependent Care)
- Life, Accidental Death & Disability, Long-term Disability, and Short-term Disability Insurances (employer paid 100% of premiums)
- 401(k) plan with an employer match of up to 5% of annual earnings
- Internet reimbursement: up to \$75/month
- 13 paid holidays annually
- 20 days PTO annually (increasing to 25 days after one year).

Application Instructions

Please send your résumé and a cover letter detailing your interest in the position and relevant experience to info@americanindiancancer.org

Statements and Disclaimers

Equal Opportunity Employer/Affirmative Action Employer: The American Indian Cancer Foundation (AICAF) is an equal opportunity employer and affirmative action employer. We do not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, veteran status, or any other protected characteristic under applicable law. We are committed to creating a diverse and inclusive workplace.

E-Verify: AICAF participates in [E-Verify](#) and will provide the federal government with employees' Form I-9 information to confirm authorization to work in the United States. Job candidates and employees authorized to work may not be discriminated against on the basis of national origin or citizenship status.

Disclaimer: AICAF reserves the right to change this job description at any time.

Background Check: an employment offer is contingent upon your successful completion of a background check.

Funding Notice: This position is primarily supported by grant funding attached to specific timeframes. While AICAF actively pursues renewal and continuation of funding opportunities, continued employment in this position is contingent upon the availability of funding and organizational needs.

Why Work at AICAF?

At AICAF, you'll be part of a mission-driven team working to advance health equity and reduce cancer burdens in American Indian and Alaska Native communities. Our work is rooted in community, collaboration, cultural responsiveness, and a shared commitment to supporting cancer prevention, early detection, treatment, and survivorship across Indian Country. Team members contribute to meaningful, community-centered work while helping strengthen programs, partnerships, and systems that support our relatives and future generations.

We offer a collaborative and flexible work environment, comprehensive benefits, and the opportunity to use your skills in service of work that has a lasting impact. If you are looking for a role where your contributions support community-driven solutions and a cancer-free future for our people, we encourage you to apply.