



POSITION DESCRIPTION

Job Title:	Evaluation Manager
Reports To:	Senior Director of Evaluation and Improvement
Exempt/Nonexempt:	Exempt
Direct Reports:	None

Purpose

The Evaluator Manager will focus intently on the design, implementation, impact, and continuous improvement of ServeMinnesota's strategic initiative programs. The Evaluation Manager will manage and evaluate multiple facets of program design and implementation, working with existing AmeriCorps program leaders, researchers, and national replication partners.

Essential Job Functions

1. Design data collection tools, analyze program data, interpret programmatic results, and communicate those results effectively to stakeholders.
 - a. Manage the development and implementation of data collection tools and analyze data integrity.
 - b. Help to create and modify the data collection and reporting infrastructure for new and existing strategic initiative programs in order to facilitate efficient, accurate, and meaningful data analysis and reporting.
 - c. Regularly analyze program data to interpret results and report outcomes to stakeholders. Respond quickly and efficiently to ad hoc data requests.
 - d. Create program and grant-related reports (including annual evaluation reports) suitable for the communities served, funders, and other important stakeholders.
 - e. Present program results to diverse stakeholders in clear and compelling manner.
2. Identify areas for program improvement and support program development, evaluation, and innovation projects.

- a. Examine program data to identify potential areas for program improvement.
 - b. Create and manage evaluation plans that are likely to lead to information that is actionable for program improvement in collaboration with program leaders.
 - c. Contribute to all phases of program improvement and evaluation projects including project design, data collection, analysis, and reporting.
- 3. Manage the design, implementation, and analysis of ServeMinnesota's ongoing surveys (e.g. member and site experience survey, member career survey).
 - a. Collaborate with stakeholders to identify survey goals.
 - b. Write survey questions to meet the survey goals.
 - c. Administer surveys to participants, track response rates, and manage relevant communications to programs to encourage strong response rates.
 - d. Analyze and report on survey results to stakeholders.
 - e. Conduct literature reviews to identify potential opportunities for improvement in survey data collection.

Other Job Functions

- 1. Develop and manage relationships with other organizations.
- 2. Work with the ServeMinnesota Development and Communications teams to monitor and support grant writing and reporting.
- 3. Collaborate with wider Impact team to align evaluation work and support other projects.
- 4. Apply best-practices in project management to new or emerging projects. This includes aspects of project management such as content development, project tracking, evaluation, and continuous improvement.

Job Qualifications

Minimum

- Relevant Master's degree and three years related experience or Bachelor's Degree and five years related experience.
- Thorough training and experience in research or evaluation, including research methodology, statistical analysis, and program evaluation.

- Proficient quantitative data manipulation, summarization, and visualization skills, with accompanying skills in verbal and written interpretation of data.
- Familiarity with qualitative data collection methods and systemic summarization of qualitative data.
- Experience with all aspects of survey implementation including writing, administering, analyzing, and reporting results.
- Excellent written and verbal communication skills; experience and confidence in public speaking.
- Solid experience with Microsoft Excel, Word, and PowerPoint.
- Comfort in using online data management systems.
- Ability to manage multiple diverse tasks simultaneously and meet multiple deadlines.
- Ability to work both independently with general supervision and as part of a project team.
- Proven relationship-building skills and the ability to interact successfully with a wide range of stakeholders representing diversity of perspectives, culture, and interests.
- Thrive in a work environment of significant growth, development, and change.
- Understanding and commitment to National Service.

Preferred

- Proficiency in R, Stata, or similar data analysis software
- Experience working with nonprofit organizations, K-12 schools, and/or public sector social services.

What We Offer:

Competitive salary range of \$79,000 - 85,000 depending on experience.

Comprehensive benefits package including 403b retirement plan

Hybrid work environment with flexibility

Meaningful work with a mission-driven team

Opportunities for professional development and advancement.

A welcoming culture of learning and collaboration

This position is based downtown Minneapolis and currently working a hybrid schedule with at least 2 days per week at the office.

Please submit a resume, including answering each of these questions in either the body of an email or as a separate attachment so we can get a better idea

of your experience and interest in this position and our organization:

1. Why are you interested in ServeMinnesota and this particular position?
2. How does your experience align with the Essential Job Functions and Minimum Qualifications of this position?

Submit applications only to <https://serveminnesota.hireclick.com/jb/senior-analyst-information-systems/view/204447>

Applications will be accepted until the position is filled.

Workplace

At ServeMinnesota, we are highly invested in the success of our people. We strive to make it an awesome, empowering, and collaborative place to work. We recruit passionate people. We are looking for people who are energized by making an impact in our communities through national service.

EEO: This position is available to all, without regard to Race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, or age. It is also unlawful to retaliate against any person who files a complaint about discrimination. In addition to filing a complaint with local and state agencies that are responsible for resolving discrimination complaints, you may bring a complaint to the attention of the AmeriCorps Agency.

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

About ServeMinnesota

ServeMinnesota is a nonprofit organization dedicated to addressing critical local challenges through service and innovation. We work in partnership with AmeriCorps and local nonprofits, government agencies, and educational institutions to deliver impactful programming across the state. ServeMinnesota is dedicated to maintaining a respectful, professional, and welcoming workplace, united by a common commitment to our mission. Learn more at www.ServeMinnesota.org