



## **JOB DESCRIPTION:**

### **DATA & EVALUATION MANAGER**

**SUMMARY:** Reporting to the Associate Executive Director, the Data and Evaluation Manager will play a pivotal role in collecting, analyzing, and reporting quality metrics, both quantitative and qualitative, to program staff and executive leadership. The Data and Evaluation Manager will take a central role in presenting findings and engaging the organization to deepen community impact and narrating outcomes of programs.

The Data and Evaluation Manager will provide mixed methods support to 1) gather constituent feedback to drive program improvement, 2) formatively assess participant outcomes, 3) provide program implementation feedback across Bresee's major departments: Middle School, High School, Gang Prevention, and Family Services, 4) identify and develop qualitative narratives that reflect the mission and values of Bresee and its programmatic impact.

**ESSENTIAL JOB ACTIVITIES AND RESPONSIBILITIES:** The essential job activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working in collaboration with all programmatic departments;
- Collaborate with the Development department, tracking and capturing deliverables
- Collect annual constituent feedback survey on program experience
- Coordinate meetings with constituents and program staff to present findings and “close the loop”
- Create, tailor, and deliver clear and interactive presentations to diverse audiences regarding program quality and constituent feedback
- Conduct participant observations in workshops and classrooms to assess lesson plan delivery, group management, and student engagement
- Translate survey instruments into Spanish to support participant feedback from parents and English language learners Program Evaluation cont.
- Collect and transfer data (i.e. surveys, feedback responses, etc.) into electronic formats
- Develop and use quantitative and qualitative data collection tools, participant observation protocols, and program fidelity indicators
- Code data derived from participant observations and other qualitative tools
- Run Civicore reports to provide staff with program performance and participant engagement metrics to date
- Run reports on Bresee data systems (Civicore, ETO, ISIS, CalLynx, etc.) to monitor data quality
- Conduct descriptive statistical analysis
- Code and reduce qualitative data

- Deepen theoretical foundations on the following evaluation frameworks –implementation evaluation, culturally responsive evaluation, and evaluation capacity building
- Deepen skills on motivational interviewing and appreciative inquiry, grounded theory approach

**EDUCATION/EXPERIENCE/QUALIFICATIONS:** The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Bachelor’s degree required; Masters preferred
- Bilingual in Spanish, proficient in speaking, writing, and reading is a plus
- Prior experience working with data management systems such as Civicore, Tableau, NVivo, and/or ETO is a plus
- Must feel comfortable in using interpersonal skills and responsible communication skills to develop positive rapport with staff, participants, and community partners
- Must adopt a strengths-based approach to improve the lives of low income, underrepresented communities
- Must demonstrate professionalism in communication, teamwork, technical skills and be comfortable working with data
- Must submit to and successfully pass a criminal history background check.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, and walk. Job requires frequent verbal and written communication. Computer, telephone, and copier are required.

**WORKING LOCATION:** Location is based on a percentage of where work time is spent.

In office 95%, out of office 5%. Indoors 95%, outdoors 5%.

**HOURS AND BENEFITS:** Full-time position, Occasional weekend and evening hours will be necessary. Benefits include medical and dental, vacation, holiday, and sick pay; and optional 401k type pension plan. **Salary Range: \$45,000 - \$55,000**

**TO APPLY:** Please submit cover letter, resume, and a one-page research writing sample with APA format to [jobs@bresee.org](mailto:jobs@bresee.org) with the Subject Line: Data and Evaluation Manager position opening.

Candidates will be reviewed on a rolling basis, so please submit early. Resumes submitted without a cover letter and writing sample will not be reviewed.

*Bresee is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.*