



## THE GRANT PLANT<sup>INC.</sup>

### **DATA INTEGRATION AND EVALUATION PROGRAM MANAGER**

The Data Integration and Evaluation Program Manager will support The Grant Plant's core purpose of providing support to nonprofit clients in New Mexico in order to achieve a higher quality of living for the state's residents.

#### **SUMMARY:**

Primary responsibilities include managing data integration and evaluation efforts for the collective impact initiative City Alive in the areas of Data and Evaluation Planning; Data Collection and Reporting; Program, Client, and Community Surveying; Integration of Equity and Inclusion Across Data Agenda; Grant Seeking and Compliance (for the right candidate); and providing other relevant work and data as needed. The qualified person must be highly reliable with the ability to take direction, have strong individual drive and motivation, be able to work efficiently, have a sense of humor, use good judgment, and produce a quality work product. Previous experience will demonstrate a positive employment history, with strong writing ability and project management skills. Preference for persons trained in Results Based Accountability and Racial Equity. Work is performed under the direction of the Leadership Team (which consists of the President/CEO, Vice President, Director of Projects, and Senior Resource Development Officer).

#### **DUTIES AND RESPONSIBILITIES:**

- Data and Evaluation Planning:
  - o Participate in monthly DIET meetings. Attend, present to, or direct City Alive and Living Cities data-, performance-, and evaluation-related meetings, as requested.
  - o Attend monthly working table action team meetings to integrate the data piece into their work on a norming basis.
  - o Work with the City Alive programs to define, adapt, and update population measures.
  - o Strengthen program performance measures.
  - o Oversee/facilitate data collection related to racial equity.
  - o Development of measures for programs launched in 2018.
  - o Work with Living Cities technical support and advising contractors to continuously improve data.
  - o Document data practices to ensure measures are precise, well thought-out, consistent, and understood (measure definitions, collection frequency, data time/type, and where collected data goes).
  - o Work with programs to plan and share results tracking, engaging direct program staff and clients in better deciding what success looks like and how to track it, using data to measure and scan the economic and entrepreneurial ecosystem for unmet needs and underserved audiences, and much more meaningful use of equity and inclusion information.
- Data Collection and Reporting:
  - o Work with City Alive to collect, store, and report population outcome indicators and program performance measures in alignment with the Theory of Change work with the tables. This includes working with programs to develop data tracking and reporting capacity,



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requesting data from programs for regular performance measure tracking and Living Cities requests, feeding data to tracking systems (e.g., Tableau, City Alive reporting spreadsheet), and developing communication pieces. It also includes assisting public-sector departments that are partners in this work, such as the City of Albuquerque Economic Development Department and the Office of Equity and Inclusion.

- o Build out the City Alive Tableau to include more programs/areas.
- o Integrate surveyed information in program performance measurement.
- o Develop data and evaluation reporting to reinforce continuous improvement by City Alive tables and programs (moving from information collection/reporting to use).
- Program, Client, and Community Surveying:
  - o Survey planning, version development provision for programs, meetings with survey team and programs, translation, coordinating incentives, disseminating results, and performing raw data inquiry.
  - o Aid in multi-modal assessment in addition to a shorter shared annual survey. This includes work determining, planning, and conducting multi-modal assessment such as focus groups, quick feedback tools and potentially, point-of-service mobile feedback surveying.
  - o Work with Harvard Kennedy School students on the Policy Analysis Exercise program, if selected.
- Integration of Equity and Inclusion across Data Agenda:
  - o Collect demographic information from programs through performance measures, including demographic information (for respondents and businesses) in annual surveys, reporting and discussing disaggregated population-level outcome indicators, working with Living Cities staff and contractors on racial equity, using collected and third-party equity information in discussing factors/improvement/evaluation with programs and DIET, performing inclusion and equity data inquiry on annual survey responses, and providing information for spreading to online public formats (City Alive Connecting the Dots, Living Cities blogs).
  - o Integrate racial-equity evaluation at the program and City Alive levels.
  - o Work with programs on multi-variable measures (combining disaggregated client data with access/success/barriers measures) .
  - o Coordinate discussions on lessons learned and successful practices for inclusivity and equity from local programs, focus populations, and/or third parties (e.g. other Living Cities sites).
  - o Collect and package insights for dissemination among partners and use in quality improvement and resource alignment.
- Grant Seeking and Compliance:
  - o Prepare grant applications in partnership with The Grant Plant staff; research and identify funding opportunities; use philanthropy to close gaps in programs' ability to do their work.
  - o Write reports to government, foundations, corporations, and other funders on the progress or completion of relevant program activities as requested.
  - o Provide help and assistance to TGP Leadership Team, writers, researchers, and administrative staff as needed regarding the project.
  - o Produce internal reports as requested.
- Assists staff with other relevant duties as requested.



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- Special projects as needed.

### **MINIMUM QUALIFICATIONS:**

To perform this job successfully, a person must be based in Albuquerque and able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable persons with disabilities to perform the essential functions.

- **Knowledge, Skills and Abilities** – Comprehensive knowledge of data collection and inquiry, and writing for a general reading audience, including knowledge of practices, procedures, equipment, and techniques.
- **Education and/or Experience** – Master’s degree preferred; minimum of three years’ related experience. Preferable experience in Results-Based Accountability, Tableau software, and Racial Equity training.
- **Communication Skills** – Ability to write detailed reports and correspondence as well as summarize complicated information for a variety of audiences; ability to speak effectively before teams; ability to listen well, follow direction, and get clarification as needed; speak effectively with team members and clients; participate in meetings.
- **Mathematical Skills** – Ability to calculate figures and amounts, evaluate percentages, and comprehend formulaic guidelines in state and federal administrative code.
- **Reasoning Ability** – Ability to solve practical problems and deal with variables in deadline-driven situations; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Professionalism** – React well under pressure; treat others with respect and consideration regardless of status or position; accept responsibility for own actions; follow through on obligations; maintain professional appearance.
- **Planning/Organizing** – Ability to prioritize and plan work activities; use time efficiently; plan for additional resources; set goals and objectives; organize or schedule other people and their tasks; develop realistic action plans.
- **Reliability** – Ability to meet multiple deadlines; follow instructions; respond to management direction; keep promises; pledge to reaching goals; complete tasks on time.
- **Computer Skills** – Experience with and knowledge of computer operation; knowledge of Microsoft Office Suite (Word, Excel, PowerPoint), Internet, online website development platforms, and database applications.
- **Certificates, Licenses, Registrations** – Valid New Mexico driver’s license with clean driving record and proof of automobile insurance.

The Grant Plant values Integrity, Innovation, Accountability, Collaboration, Humor, Results, Compassion, and Risk-Taking. Performance review under this contract will take these characteristics into account.



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### **ESSENTIAL PHYSICAL REQUIREMENTS:**

Position involves light physical effort. Tasks may involve extended periods of time at a keyboard or workstation. Reasonable accommodations will be made to enable persons with disabilities to perform the essential functions.

### **COMPENSATION:**

- Starting salary of \$50,000 DOE for full time position + benefits of employer-matched 401k account, healthcare reimbursement, and paid time off
- Position is funded through 2019; ongoing employment is reliant on client satisfaction and contract continuation
- Flexible schedule
- Employment may be based on a 90-day trial period

### **POLICIES:**

- The Grant Plant's Leadership Team will aid the Data Integration and Evaluation Project Manager through all duties described above. The Project Manager is encouraged to ask questions and request help as needed. Assistance will be provided through in-person meetings, phone calls, and e-mail. There are mandatory weekly check-ins and monthly team meetings.
- The Project Manager will follow The Grant Plant's internal review and editing protocol, which includes review of all documents prior to client review.
- The Project Manager agrees to keep project timesheets with integrity, billing projects in 5-minute increments. Inaccurate timesheets are cause for immediate termination.
- The Project Manager will maintain strict confidentiality and will represent all clients without prejudice.
- Position is offered at-will; either party may terminate employment at any time with written notice provided to the other.
- Upon termination of employment or contract, all staff and contractors must properly dispose by shredding all printed material and deleting all electronic files related to The Grant Plant, its clients, or research or work performed while under employment or contract with The Grant Plant.

### **Project Manager**

### **The Grant Plant**

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Signature

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Signature

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Name Printed

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Name Printed

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Date

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Date