

AchieveMpls Job Posting: MANAGER OF MONITORING AND EVALUATION

Position Overview

The Manager of Monitoring and Evaluation helps AchieveMpls evaluate the effectiveness of its programs and operations, and provides leadership in more effectively integrating and using data to drive career and college readiness outcomes for youth.

AchieveMpls Career & College Centers

At the heart of AchieveMpls' work are its Career & College Centers (CCCs), which are embedded in 11 Minneapolis Public Schools and four Saint Paul Public Schools high schools. Each year the CCCs provide personalized resources, connections and support to over 15,000 students to help them chart their specific career and college course, and track individual student progress to ensure that every senior has a post-graduation plan they are invested in and excited about. Services include expert career exploration advising, career events with local professionals, college fairs and tours, college rep visits, assistance with college, financial aid and FAFSA applications, advice on resume writing and job interviewing, connections with internship and job opportunities and links to other college access providers. Students who utilize the CCCs enroll in college at a 51% higher rate than those who do not.

The Young People We Serve

Twin Cities youth are our emerging leaders, the talent that reflects the global fluency of our communities and will power our region. 70% of MPS students are youth of color, and 60% are eligible for free or reduced lunch. 32% of MPS students call a language other than English their home language, with nearly 90 different languages spoken in the district. In SPPS schools, students speak over 125 languages and dialects.

Duties and Responsibilities

- Lead and manage the monitoring, evaluation and learning strategy for Career & College Center programs (in Minneapolis Public Schools and Saint Paul Public Schools)
 - Work with program directors and other staff to update logic models and determine goals, desired outcomes and metrics to evaluate progress towards goals
 - Lead the conceptualization and creation of evaluation and data collection tools, including framing evaluation questions, determining which methods are most appropriate, and implementing evaluations
 - Develop and oversee the implementation of best practices in data collection across all programs and areas of the organization
- Update monthly and year-over-year dashboards regularly to inform program management
- Leverage national datasets such as the National Student Clearinghouse data to track program outcomes over time
- Evaluate programs using sound data analysis and make suggestions for program improvements
- Work with Minneapolis Public Schools Department of Research, Evaluation, Assessment and Accountability to develop and monitor indicators for career and college readiness
- Work with the City of Minneapolis and the Step Up Youth Employment Program team to develop and monitor youth workforce development goals and outcomes
- Work with AchieveMpls development team to ensure that goals and metrics in grant applications align with program goals

- Consult with AchieveMpls marketing team on compelling program messaging
- Help reinforce and strengthen a data culture at AchieveMpls with ownership at all levels; coach staff on how to effectively manage data systems and analyze data
- Develop program surveys, analyze results and write reports summarizing outcomes

Required Qualifications and Experience

Required:

- Bachelor's degree in statistics, economics or related field
- Demonstrated experience conducting program evaluations using mixed methods
- Experience conducting rigorous statistical analysis
- Experience with survey design, administration, and analysis
- Ability to synthesize complex information into useable formats, including data visualizations
- Ability to merge and clean large data sets
- Strong communication and interpersonal skills which make data accessible and useful to a wide range of audiences
- Ability to use evaluation findings to make appropriate recommendations to program staff
- Familiarity with metrics, predictive measures, and evaluation methods related to career and college readiness
- Fluency with Microsoft Office software, including exceptional skill with Excel
- Ability to work from the Minneapolis-based office Monday - Friday

Preferred:

- Master's degree in public policy, evaluation, statistics, educational psychology or related field
- Experience evaluating programs in a K-12 setting
- Experience conducting impact evaluations
- Familiarity with the Family Education Rights and Privacy Act (FERPA)
- Familiarity with statistical analysis software such as SPSS or R

Salary Range

Full-time exempt position. Annual salary \$60,000-65,000 depending on experience.

To Apply

Applications are welcomed from a broad range of applicants. Send a cover letter and resume to HR@achievempls.org. Application deadline March 31.

AchieveMpls is an Equal Employment Opportunity Employer

About AchieveMpls

As the strategic nonprofit partner of Minneapolis Public Schools (MPS), we rally community support to inspire and equip students for careers, college and life. Our vision is that all young people have full access to educational and career opportunities, resulting in a more equitable and vibrant community. Each year we manage Career & College Centers in 15 MPS and Saint Paul Public Schools (SPPS) high schools, collaborate with our partners to train and place 1,400 Minneapolis youth in paid internships through the Step Up Youth Employment Program, engage hundreds of volunteers as career exploration volunteers, raise support for MPS strategic priorities, and administer MPS school funds and scholarships. Learn more at www.achievempls.org.

Our Commitment to Equity

AchieveMpls is committed to hiring talented individuals who are passionate about our mission, represent the communities we serve and contribute to the diversity of our workplace and our city. We acknowledge and honor the fundamental value and dignity of all persons. Our hiring decisions are guided by our equity values: embracing differences—race, culture, religion, ability, gender, gender expression, sexual orientation and class—eliminating racism and other forms of bias, and creating an inclusive workplace where all employees feel valued, heard and respected.