

## **AchieveMpls Job Posting: Monitoring & Evaluation Data Specialist**

### **Position Overview**

The Monitoring and Evaluation Data Specialist (“Data Specialist”) is a new position for AchieveMpls that expands our small monitoring and evaluation (M & E) team from one to two full-time staff. This position will support the Manager of Monitoring and Evaluation in developing and executing overall M & E strategy for the organization. In addition, they are specifically responsible for managing the integration, storage and analysis of AchieveMpls quantitative data in the Salesforce database, and more generally, making data more accessible and useful to program and advancement team staff so they can make better informed decisions related to service delivery and program management. This position reports to the Manager of Monitoring and Evaluation.

### **The Young People We Serve**

Twin Cities youth are our emerging leaders – talented, capable and ready to learn. We believe in the power of career and postsecondary readiness to enable young people to imagine and live rewarding lives, and we prioritize services for our students who face the greatest systemic barriers to access. 70% of Minneapolis Public Schools students are youth of color, 60% are eligible for free or reduced lunch, and 32% call a language other than English their home language, with nearly 90 different languages spoken in the district. In Saint Paul Public Schools, nearly 80% of students identify as non-white, two-thirds are eligible for free and reduced lunch, and over 125 languages and dialects are spoken in the district.

### **Duties and Responsibilities**

#### **Data process management and staff support:**

- Manage the timely importing of program data from multiple external databases into the AchieveMpls central database in Salesforce
- Create data back-ups and ensure the security and confidentiality of student data within the Salesforce database
- Audit data for accuracy; investigate and resolve discrepancies
- Build reports and dashboards in Salesforce that highlight key program performance metrics and generate regular program activity reports to be shared with program staff and partners
- Update AchieveMpls Salesforce data procedure manual as needed
- Assist with Salesforce training and end-user support including, but not limited to, data entry, list views, and report and dashboard functions; respond to user questions and troubleshooting

#### **Salesforce database maintenance and development:**

- Manage Salesforce user profiles and permissions/data access to ensure user access and data security
- Review and prepare for Salesforce and Nonprofit Success Pack (NPSP) feature release updates and follow through with implementation and rollout as needed
- Monitor and review all NPSP bug fixes and updates every two weeks and implement as needed

- Ensure adherence to data governance policies and practices, as well as data sharing agreements with external partners
- Analyze functional and technical requirements for enhancements to the existing Salesforce data tracking system and make limited structural changes
- Assist in planning future Salesforce use by other programs and teams at AchieveMpls and facilitate the development of these solutions in partnership with Salesforce consultants
- Reformat historical data and migrate over to Salesforce system
- Maintain a healthy Salesforce org to ensure our Salesforce instance is running to its full potential

#### **General support for broader monitoring and evaluation strategy:**

- Support M&E manager in development and execution of the broader M&E strategy for AchieveMpls programs, including theories of change, logic models, program performance metrics, etc.
- Assist with the development of data collection tools—such as surveys, forms, interviews, focus groups, etc.—and the establishment of corresponding data collection processes and management
- Support the fulfillment of data analysis requests from program management team, development team and other stakeholders as necessary, and help frame responses to performance and evaluation questions posed in stakeholder reporting
- Help reinforce and strengthen a healthy data culture at AchieveMpls; support capacity-building for staff on how to effectively manage data systems and analyze data

#### **Qualifications and Experience**

##### ***Required:***

- Associate or bachelor degree with demonstrated experience in data management
- Proficient in Salesforce or similar databases, including modification of standard objects and fields and creation of custom objects and fields
- Proficient in creating Salesforce profiles, allocating roles and managing access
- Fluency with Microsoft Office software, including exceptional skill with Excel
- Ability to balance working independently and collaborating with multiple teams
- Self-starter; willingness to learn and develop new skills, especially related to Salesforce and data management
- Strong attention to detail
- Excellent organizational and time management skills
- Commitment to AchieveMpls [mission, vision and values](#)
- Ability to work well with people with diverse backgrounds and experiences

##### ***Preferred:***

- Salesforce administrator certification
- Experience in conducting statistical analysis
- Familiarity with statistical analysis software such as SPSS or R
- Ability to synthesize complex information into usable formats, including data visualizations

#### **Compensation and benefits**

- \$50,000 - \$55,000 starting salary, depending on experience, with opportunity for compensation increases based on an annual performance review and reflecting pay parity across the organization.
- Full-time, exempt position.
- 18 days of paid time off (PTO) (with increases based on length of employment), 15-18 paid holidays including eight half-day summer Fridays.
- Other benefits include medical, HSA option, dental, vision, life insurance and annual professional development funds.
- We offer a flexible schedule that includes partial remote work (as we transition from remote work to a hybrid work environment).

### **To Apply**

Applications welcomed from a broad range of applicants. Send letter of interest and resume to [HR@achievempls.org](mailto:HR@achievempls.org). Priority given to applications received by September 27. Position open until filled.

### **AchieveMpls is an Equal Employment Opportunity Employer**

### **About AchieveMpls**

AchieveMpls rallies community support and delivers best-in-class programs to inspire and equip young people in Minneapolis and Saint Paul for careers, college and life. Our vision is that all students have full and equitable access to postsecondary education and career opportunities, creating a more just and vibrant community. We manage 19 Career & College Centers and Career Pathway Centers in Minneapolis and Saint Paul public high schools; collaborate with our partners to provide paid career experiences for Minneapolis youth through the Step Up Youth Employment Program; direct the Achieve College Internships program; engage career exploration volunteers; raise financial support for MPS strategic priorities; and administer MPS school funds and scholarships. Learn more at [www.achievempls.org](http://www.achievempls.org).

### **Our Commitment to Equity**

AchieveMpls is committed to hiring talented individuals who are passionate about our mission and represent the diverse identities of the communities we serve. 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.