



## **Data Evaluation and Impact Manager**

### **Job Description**

#### **Position Overview**

The Data Evaluation and Impact Manager will focus on leading the efficient and effective collection, analysis, and use of data for Freedom School Partners (FSP). This position is responsible for FSP's theory of change and the development of logic models and impact metrics that support this theory of change, ensuring that accurate and timely data is available to inform decisions and demonstrate impact. This individual will collaborate inside and outside the organization to apply innovative approaches to the use of shared data, measurement, and accountability.

#### **Primary Responsibilities**

- Establish and maintain relationships with Charlotte-Mecklenburg Schools (CMS) to assist in data collection, analysis and reporting.
- Collaborate with the Senior Program Director and Director of Development to review their data needs and support required.
- Provide standard and custom reporting to support updates to the FSP Board of Directors, funders, donors and partners.
- Partner with the program team to continuously improve approach for data sharing and storytelling.
- Manage the summer program evaluation process (including hiring and supervising seasonal employee(s), developing scope of work for contracted services, and coordination with FSP team).
- Develop and oversee the implementation of extended and collective impact tracking, measurement, analysis and reporting.
- Serve as lead for end-of-summer Children's Defense Fund (CDF) evaluation process and annual impact reporting.
- Evaluate FSP's existing data collection and analysis capabilities with the current system (FSP Connect), make recommendations for adjustments and work with system developers to make changes.
- Develop a system to track scholar pathways post participation in the program by utilizing school-year data from CMS and create opportunities to continue surveying scholars and families regarding program impact post-participation.
- Develop an FSP alumni network for Servant Leader Interns (SLI) to track the longitudinal impact of employment and extend the community impact of serving as an SLI.
- Partner with community entities/initiatives such as: Leading on Opportunity, Charlotte 2040 plan, Mayor's Racial Equity Initiative, etc. to better tell the story of FSP's impact.
- Make recommendations for acquisition and manage any additional data collection or analysis software/programs/platforms needed to in order to better measure the impact of the program.
- Assist with additional program-related duties, as needed, as a member of the Program Team.

#### **Qualifications/Knowledge/Education**

- Bachelor's degree and 1-3 years of evaluation experience, Master's degree preferred.
- Strong communication skills, and ability to communicate effectively to various audiences.
- Working knowledge of Microsoft applications (Word, Excel, PowerPoint, Office 365).
- Experience with a Cloud-based platform, i.e. SharePoint or OneDrive
- Experience with working with data analysis and evaluation software programs/platforms.
- Ability to prioritize and organize work for yourself and others.
- Willingness to learn computer applications.
- Ability to work cooperatively and effectively with others.
- Professional presence and presentation skills.
- Highly motivated and willing to support organizational needs beyond primary responsibilities.
- Appreciation and support of diversity, equity, and inclusion.
- Commitment to CDF Freedom Schools®.
- Valid ID and reliable transportation.
- Satisfactory drug test and satisfactory background check for criminal and child protective findings.



### **Accountability**

Shall be accountable to the Chief Strategy Officer.

### **Compensation, Status, and Benefits**

- Competitive Salary \$70,000-\$75,000
- Full-Time (40 hrs./wk.; position may include occasional evenings and weekends)
- 10 vacation days earned after 90 days of successful employment (prorated to the start of the calendar year); additional days earned after two years of employment
- 10 paid holidays (defined annually) and 2 floating holidays
- 10 sick or personal leave days per calendar year
- Individual health, life, and AD&D insurance coverage through the organization's policies, premiums paid in full
- Option to participate in dental and vision insurance (employee paid)
- Option to participate in flex benefit plans (FSA and DCA)
- Option to participate in SIMPLE IRA plan, in which FSP matches employee contributions up to 3%

### **About Freedom School Partners**

Freedom School Partners (FSP) is a nonprofit organization that strives to stop summer learning loss by offering opportunities that build children's reading and social-emotional skills. FSP serves our community's most vulnerable children, providing access to a rich summer learning experience in which they maintain or gain reading ability. Freedom Schools are led by college student interns and connect scholars to a broader community that believes in and advocates for them. In addition, FSP engages parents as partners to support scholars' success. FSP's mission is to inspire our scholars to love reading and learning, believe in themselves, and create extraordinary futures.

### **Application Process**

Interested applicants should send resume and cover letter to [admin@freedomschoolpartners.org](mailto:admin@freedomschoolpartners.org) with Data Evaluation and Impact Manager in the subject line. No phone calls, please.

### **Disclaimer**

The above statements are intended to describe the general nature and level of work performed by the person(s) assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

### **Equal Employment Opportunity**

FSP desires to have a workforce, which is diverse and inclusive. FSP offers equal employment and advancement opportunities to qualified individuals without regard to race, color, religion, creed, ancestry, national origin, sex, age, disability, marital or veteran status, sexual orientation, gender identity, political ideology, or membership in any other legally protected class.