JOB TITLE: Evaluation and Reporting Manager
Exemption Status: Exempt

GENERAL FUNCTION

The Evaluation and Reporting Manager will manage the evaluation and reporting requirements for all United Way 21st Century Community Learning Center (U21CCLC) sites and out-of-school time partners. This includes supporting data collection, continuous improvement processes, supporting partner program development, and all local, state and federal reporting requirements.

The Evaluation and Reporting Manager will work with the staff to leverage collected data to support continuous improvement for all partner programs, understand timelines and develop processes that support meaningful collection and utilization of collected data. They will support the data collection process to ensure timely and impactful information for internal and external reporting purposes.

KEY AREAS OF RESPONSIBILITY:

Program Support and Evaluation:
- Coordinate, implement and/or support data collection across several partners including attendance and participation, program quality, literacy, program experiences and youth outcomes.
- Provide data visualizations and facilitate one-on-one conversations around data.
- Support the efforts of the M3 Huddle process, a statewide continuous improvement model, with out-of-school time programs and partnerships.
- Develop opportunities for reflection and feedback the support organizational development based on data that creates growth, program improvements, and opportunities for organizational sustainability.
- Share online training materials for partnering organizations with implementation of on-site training resources as necessary

Local, State and Federal Reporting:
- Manage and coordinate all local and grant reporting expectations which include, but is not limited to, Minnesota Department of Education (MDE) work plans, participant tracking information, 21APR, StriveTogether, and local reporting to stakeholders.
- Facilitate the collection of information necessary from community partners to effectively and accurately complete reporting expectations.
- Support the preparation of reports for local programs to engage in continuous improvement opportunities for program development.
Cultivate Relationships with Community, State and National Data Professionals:

- Engage in professional opportunities including statewide partnerships with Minnesota Department of Education and the Education Partnerships Coalition.
- Participate nationally, including StriveTogether collaborative for best practices in data and evaluation strategies.
- Join Tableau Community challenges, user groups, and/or other professional development opportunities to cultivate relationships and skills in data analysis and evaluation.

General:

- Maintains workflow and organization, prioritizing tasks to best meet the overall needs of the organization.
- Comply with all policies & procedures, participates in organizational meetings, events, and training, and represents the organization in a professional manner.
- Perform other duties as required, assists co-workers as time permits.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

JOB RELATIONSHIPS WITH:

Director of Out-of-School Time (OST) Partnerships, Staff of United Way of Central MN, 21CCLC grant partners, community partners, and general public.

MINIMUM QUALIFICATIONS:

- 4-year college degree, or equivalent experience.
- Strong communication skills, both verbal and written.
- Strong organizational skills and ability to attend to multiple projects.
- Computer skills, including proficiency in Microsoft Office Suite and Google application, and ability to learn new software systems.
- Must pass background check.

PREFERRED QUALIFICATIONS:

- 4-year college degree, or equivalent experience in education, data analytics, statistics, or information systems.
- Proficiency in Tableau Prep, Tableau Desktop, Cityspan, Microsoft Excel or similar applications.