



Position Title: Measurement, Evaluation and Learning Manager

Reports To:: Chief Administrative Officer

CLASS: Full-time, exempt

POSITION SUMMARY

This position strengthens and informs the work of the Humane Society of Northeast Georgia (HSNEGA) by serving as the leader of data and evaluation systems. This includes maximizing and coordinating databases, designing evaluation systems, training colleagues, ensuring a high level of data integrity, and producing a variety of reports for management, the board and funders.

ESSENTIAL FUNCTIONS

System Development and Coordination

- Build capacity for greater productivity and implement/manage internal systems for conducting ongoing outcomes, measurement and assessment
- Ensure data systems are tracking demographic data, program output data, and impact data
- Create and implement standard procedures for all data collection, data entry and data reporting
- Identify opportunities to increase functionality of data systems both independently and collaboratively for increased efficiency.
- Consolidate all current tools and practices for measuring impact to ensure cohesive, consistent, high quality data collection and analysis.
- Identify and present data-informed opportunities to increase efficiency and impact
- Become the staff expert in software used by HSENGA including but not limited to software for clinic management, shelter management, payroll systems and other program management.
- Use collected data to produce publications, presentations, research resources and white papers designed to inform the animal welfare community, policy makers, donors and other stakeholders.
- Create systems for using data to provide ongoing feedback and support for the improvement of program practices
- Develop and design new and innovative approaches to collecting, entering and analyzing program data.
- Work collaboratively with staff to measure the impact of programmatic changes and new initiatives.
- Refine data systems to ensure the organization can meet reporting obligations for any grants and contracts

Data Management and Reporting

- Ensure data is entered in a timely and accurate manner.
- Produce timely and accurate reports for management
- Work with external stakeholders to assure best practices and transparency
- In collaboration with the Grants Manager, ensure all grant reports are submitted in a timely manner.

Training and Education

- Coordinate regularly with staff to ensure data and evaluation requirements are understood, completed and submitted in a timely manner.

- Oversee the use of evaluation as a tool in accomplishing program/project objectives and ensure data is being collected accurately, analyzed appropriately and adapted as needed.
- Provide technical guidance and support to staff members and partners to ensure high quality data collection and reporting
 - Train all staff to competently perform their assigned data collection and evaluation tasks. This includes one-on-one training for new staff as part of their onboarding process and ongoing training for all staff.
 - Regularly assess staff members' ability to perform their assigned data collection and evaluation tasks.
 - Provide additional training and support to staff as needed to ensure the integrity of the data collected.

Physical Requirements and Work Environment

- Regularly sits at a computer station and operates electronic equipment.
- May be exposed to animals/animal allergens and zoonotic diseases under conditions with limited alternatives available.
- Must be able to deal with an often fast paced and changing workload which at times can be stressful.
- Must stand, walk, bend and stoop frequently to perform duties.
- May occasionally have to handle animals (dogs and cats).

Knowledge, Skills and Abilities

- A passion for the mission of the Humane Society of Northeast Georgia
- A degree in economics, statistics, applied research, social sciences or related field
- Three to four years related experience in measurement and evaluation
- Experience with program design, data collection, and quantitative and qualitative analysis
- Excellent verbal and written communication skills
- Good organizational, research, negotiation and analytical capabilities
- Ability to identify, obtain and analyze quantitative and qualitative data from a variety of sources
- Demonstrated competency in strategic thinking
- Proficient in Microsoft Office/Google Suite
- Ability to lead implementation and training of new systems
- Ability to effectively manage a workload and multitask while also remaining flexible and responsive to shifting organizational priorities.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship

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