

## **JOB DESCRIPTION**

**JOB TITLE:** DATA AND EVALUATION COORDINATOR

**STATUS:** 0.5 FTE

**Job: Code:** EV-0519

**Date:** June 2019

The Data and Evaluation Coordinator will be responsible for improving core service functions through ongoing evaluation and data management efforts. Contributing to data-informed continuous quality improvement across the organization's programs. Will be responsible for Working collaboratively with Imprints Cares leadership team and program directors to prepare, submit, and provide reports for philanthropic and grant funding. Must be detail oriented with strong interpersonal and communications skills.

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### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Assist in developing, managing, and implementing program data evaluations, tools, and systems to collect, analyze, and interpret continuous learning and quality improvement efforts.
- Support in assembling and submitting grant requests, including proposals, budgets and presentations.
- Work closely with the Finance Department to gather information necessary to report to corporate and foundation funders on grant programs.
- Support program directors with tools and information required to successfully lead their respective programs.
- Assist with the development of new ways to explore, report, and interpret quantitative and qualitative information.
- Actively engaged in program monitoring to identify best performance and quality improvement practices.
- Manages information infrastructure to support Imprints Cares organizational evaluation efforts.
- Ensure that data is collected on a timely basis, regular reports and information on progress are distributed, and make recommendations for future improvements based on the data.
- Foster dissemination and insights to inform Imprints Cares best practices on research and evaluation efforts.
- Provide clear and concise presentations and reports to help drive data-driven decision making.
- Revise and update surveys and instruments needed to ensure most accurate programmatic outcomes for all aspects of programs and services.

- Research best practices in the field of family support for continued programmatic growth.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree with a minimum of three years' experience working in data/grants management in nonprofit environment.
- Experience with grant writing and reporting.
- Proficient in MS Office, and/or other data management systems.
- Strong interpersonal communication and public speaking skills.
- Ability to focus on tactical projects with strong strategic thinking and analytical skills.
- Respects diversity with an inclusive attitude.
- Embraces a strong team working environment.
- Able to work independently with strong time management and critical thinking skills.
- Commitment to professional development.

**REPORTING RELATIONSHIP:**

The Evaluator will report directly to the Development/Marketing Director with an extended reporting relationship to the Executive Director of Imprints Cares.

*The above list of duties is intended to describe the general nature and level of work performed by people assigned to this classification. It is not to be construed as an exhaustive list of duties performed by the people so classified, nor is it intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision.*