

GENERATION CITIZEN
ASSOCIATE DIRECTOR, MEASUREMENT & EVALUATION

Location: Remote, with preference to be located in one of GC's regions
(Oklahoma, New England, New York)

ABOUT THE ROLE:

The Associate Director, Measurement & Evaluation (M&E) will be a critical leader within the organization's National Program team. The Associate Director, M&E is responsible for developing, building, and maintaining evaluation systems and infrastructure to support efficient data gathering, analysis, and information dissemination within the organization and with our external partners. Reporting to the Sr. Director, Program & Impact, the person in this role will work closely with senior staff to establish measurement and evaluation priorities within GC's program and policy work, in order to maximize program and policy delivery, outcomes, and impact. They will also collaborate with staff across the organization to understand and communicate GC's impact through data-driven storytelling.

This is an exciting opportunity for someone with a background in research and evaluation and strong qualitative/quantitative analytic skills, to contribute to the continued growth, learning, and success of a pro-democracy social enterprise during a moment of challenge and opportunity for our nation.

RESPONSIBILITIES:

Lead & Strengthen GC's Culture of Learning

- With oversight from GC's Sr. Director, Program & Impact, craft and execute a strategy for measurement & evaluation across GC's program and policy functional areas
- Partner with the Senior Director, Program & Impact and Sr. Director, Policy & Advocacy to set KPIs and goals for their functional areas.
- Support building a data-driven organizational culture; collaborate with, influence, and motivate colleagues to develop data-driven mindsets; identify and implement (or coordinate implementation of) staff training to support development of data-driven mindsets.
- Lead and project manage key organizational research and evaluation efforts, such as current Randomized Control Trial (RCT) projects in California and Philadelphia.
- Regularly lead analysis of the state of GC's program and policy work; present interpretation of findings to senior staff to inform next steps and future direction
- Collaborate with Associate Director, Operations, Leadership Team, and Office of the CEO to design and create quarterly reports on progress towards program and policy & advocacy goals for National Board of Directors meetings.
- Partner with Associate Director, Operations to support and deliver effective knowledge management across a range of cross-cutting organizational priorities

Program & Policy Evaluation

- Implement, coordinate, and continuously improve measurement and evaluation practices, processes, and procedures across program and policy.
- Collaborate with Associate Director, Coalitions & Policy research to create indicators that assess strength, vitality, equity, and make-up of coalitions to ensure they accurately reflect the communities in which we operate
- Develop measurement and evaluation strategies for pilot programs and/or new programs and policy initiatives
- Support senior leaders and development department with development initiatives (national and regional), as needed; consult on fundraising and grant strategies, RFPs, and grant reports; provide impact data and narrative for national grants
- Regularly consult with Sr. Director, Program & Impact on program strategies to support alignment, data driven decision-making, and effective cross-departmental collaboration.
- Collaborate with the development department to deliver a range of communication materials, including national and regional impact resources, annual reports, and other milestone collateral
- Collaborate with the development department to build and org-wide approach to story collection

- Advance a more cohesive impact lens of movement building to unify org-wide (programmatic and policy) storytelling.
- Support staff and senior leaders to troubleshoot issues with measurement and evaluation, survey execution, and goal setting.

Measurement & Evaluation Systems Management

- Manage national and regional program use of data-tracking tools (including Salesforce, UpMetrics, and Google Sheets/Excel spreadsheets); oversee data collection, entry, and quality
- Support internal and external dissemination of evaluation results to various audiences
- Establish systems to evaluate effectiveness of key processes related to program and policy (for example, effectiveness of coaching hours versus PD hours for teachers, tracking bill movement and identifying which step in the process has the most impact on our goals).
- Build and manage systems to assess progress towards program and policy goals outlined in GC's Strategic Plan
- Oversee design of teacher and district rubrics, as well as other assessment tools used by key stakeholders
- Manage measurement & evaluation contingent talent and vendors, as necessary.

QUALIFICATIONS:

- 5+ years of progressive experience in research, measurement and/or evaluation, preferably within a non-profit education organization.
- Vaccinated against COVID-19 or willingness to become fully-vaccinated within two (2) months of the first date of employment. Accommodations will be considered, in line with Generation Citizen's internal policies.
- *Preferred:* experience working with students, educators, and administrators, and a familiarity with the language of education standards and school priorities

PERSONAL CHARACTERISTICS & NECESSARY COMPETENCIES:

- A deep commitment to and passion for Generation Citizen's mission
- A strong relationship-builder, empathetic listener, and giver (and receiver!) of direct and supportive feedback in order to connect to, engage and inspire others towards outcomes, as well as for personal growth
- Highly collaborative spirit, with a strong ability to project manage and get things done (individually and through others) in a fast-paced, dynamic environment; and strong ownership of personal actions and team outcomes
- A commitment to anti-racism and diversity, equity and inclusion, with an ability to use these subjects as a lens for successful evaluation and project management.
- Strong time management skills and an ability to stay organized and give attention to details while managing diverse tasks, activities, and projects
- Strong written and oral communication skills and the ability to maintain professionalism with diverse stakeholders
- Strong ability to learn, design, and use measurement and evaluation platforms, with an ability to support others in learning these technologies and developing measurement and evaluation competencies.
- Entrepreneurial spirit and skilled at working within a resource-constrained environment

HOW TO APPLY:

Complete [the application](#) and be sure to attach a resume and cover letter. An HR representative will reach out to qualified candidates to schedule a phone screen. We appreciate it if you could refrain from reaching out to GC team members directly to inquire about the position or status of your application.