



## DATA & EVALUATION MANAGER JOB DESCRIPTION

**Position Title:** Data and Evaluation Manager

**Category/FLSA Status:** Full-time, Exempt

**Supervisor:** Chief Program Officer

**Supervises:** Interns and Volunteers

**Office Location:** 1226 E. Weatherford Street, Fort Worth 76102

### **Position Summary:**

Data and Evaluation Manager is responsible for inputting and tracking data through the agency's client database. Providing timely and accurate reports to support agency growth, transparency, and sustainability.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

### **Program Administration and Data Analytics:**

- Collect, enter, track, and analyze program data; prepare accurate and timely reports as requested.
- Collaborate with National Girls Inc. staff to ensure proper data collection and reporting.
- Collect program applications and attendance for all program sites.
- Manage user data on agency software.
- Record information from agency programs into database.
- Create and maintain user accounts and data structures.
- Maintain database configuration to meet organizational reporting needs.
- Produce database reports for agency leadership.
- Ensure fidelity of database data entry and reporting.
- Provide accurate and timely reports as requested.
- Lead implementation of SSBOMS within agency.
- Complete data-related projects, as assigned.
- Initiate and cooperate in inter-agency collaborative efforts; serve as an advocate for participants.
- Inform supervisor and other necessary staff of problems, concerns, needs, and trends.
- Meet programmatic goals and deadlines as set by agency leadership.

### **Staff and Volunteer Supervision:**

- Supervise assigned interns and volunteers.
- Utilize volunteers in program delivery; ensure volunteers receive appropriate training; assess and recognize volunteers' efforts.
- Encourage staff and volunteers to be creative and innovative; inspire and motivate them to explore new and different approaches to keep programs flexible and responsive.

### **Agency Mission and Goals:**

- Understand and support the mission of the organization; commit to elevating mission effectiveness.
- Represent the agency with professionalism, integrity, and a commitment to excellence at all times.
- Participate in goal-setting for program objectives, strategies, and tactics.

**Related Agency Activities:**

- Participate in periodic assessment of own performance; develop professional goals and objectives.
- Participate in staff meetings and conferences; work collaboratively with staff to meet goals.
- Participate in fundraising and volunteer engagement events as directed.
- Engage in approved continuing education opportunities as appropriate.
- Share the duties of answering phones and greeting guests.
- Serve as an ambassador for the agency.

**Minimum Qualifications:**

- Bachelor's degree, with courses in social work, education, recreation, psychology, and/or sociology preferred; special consideration may be given for equivalent experience and personal qualifications in lieu of degree.
- Experience in database management, maintenance, and reporting.
- Work experience in youth services or related field.
- Experience in staff supervision, administration, and curriculum development.
- Ability to make public presentations to diverse audiences.
- Skill in working with diverse clients, staff, and communities; ability to facilitate cooperative work.
- Ability to communicate with youth and foster their involvement and participation in program planning, problem solving, and decision-making.
- Ability to develop, implement, and coordinate multi-faceted programs that are responsive to participants' needs and interests.
- Ability to inspire, stimulate, and encourage creativity and innovation.
- Knowledge of Microsoft Office programs.
- Ability to provide professional references and clear extensive background checks.
- Possess reliable transportation and a valid Texas driver's license.

**Preferred Qualifications:**

- Bilingual in Spanish.
- Master's degree in related field.

**Physical Requirements and Work Environment:**

This position requires the ability to operate phones, computers, and other office equipment, and the physical ability to perform light lifting. This person must be able to communicate effectively with program participants. Work is performed in an office or classroom setting. This person may be required to travel to various locations throughout Tarrant County. This person must also be able to perform data entry for up to four hours at a time. Generally, the working conditions have little or no exposure to extremes in safety hazards or hazardous materials.

**Equal Employment Opportunity:**

Girls Inc. of Tarrant County provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, genetic information, or any other discrimination prohibited by law. The agency complies with all applicable federal, state, and local laws, regulations, and ordinances prohibiting employment discrimination.