**POSITION ANNOUNCEMENT: Senior Manager of Evaluation**

**MyPath Overview**
A national nonprofit headquartered in the Mission District of San Francisco, MyPath supports low-income youth to take control of their finances and achieve economic mobility. To this end, MyPath engineers effective models that support youth to save and build credit; shares what works with the field and through training and technical assistance to support the adoption of our approaches in communities; and advances policy change in partnership with young people. Our results and best practices have been published by the Federal Reserve Bank of San Francisco, the Journal of Consumer Affairs and the Consumer Financial Protection Bureau. To learn more about MyPath, visit us at MyPathUS.org.

**About the position**
The Senior Manager of Evaluation will help refine and maintain our program data systems and reporting, including data collection, tool development, database management, data collection and privacy protocols, and tracking program outcome progress in collaboration with staff across the organization. The Senior Manager reports to the Director of Communications.

**Essential Functions of this position**
- Organize, maintain, and enhance data collection tools inventory, including surveys, interview questions, focus group guides
- Manage data collection and systems from in-house youth programs on schedules, as determined by Managing Director of Program and Youth Engagement Director, as well as grant deliverables and timelines
- Maintain outcomes databases and the integration of data from different sources into Salesforce and into funder databases and/or reporting interfaces
- Organize and maintain secure data system for data submission to/from partner organizations and contractors
- Conduct data analysis and prepare results for program refinement, reporting, proposals, and white papers as needed. Work with relevant MyPath program staff and research advisors to identify data outcomes to be measured
- Develop evaluation plans and protocols for data collection for specific research projects and evaluation projects
- Advise on best practices, new technologies and other trends in data collection, management, analysis and reporting
- And any other duties as assigned

**Qualifications**
- 3-5 years of experience supporting nonprofit social service or youth programs in an evaluation role (especially in program evaluation design, data collection and analysis, and using data to improve program design)
- BA or BS in social science discipline required, advanced study preferred
- 1-3 years of program coordination and/or delivery experience desired, can include volunteer experience
- Ability to operate in a fast-paced office environment
- Ability to work independently and seek guidance when needed

- Ability to work well in a team and play an active supportive role
- Strong project management and organizational skills
- Interest in learning and growing with the organization
- Advanced knowledge and experience working with Excel (including using multiple sheets, creating formulas, and data integrity practices)
- Knowledge and experience working with CRM systems or databases such as Salesforce, Access, government or foundation data submission systems
- Familiarity with basic social science research methods or program evaluation designs through coursework or experience
- Attention to detail required
- Ability to thrive in an environment with diverse perspectives and working styles
- Driven to meet MyPath's mission
- Ability to be creative, think critically and effectively manage setbacks

**Equal Opportunity**

MyPath is an equal opportunity employer, and we actively work to build a team that reflects the diversity of the communities and young people we serve. People of color, women, and LGBTQ candidates are strongly encouraged to apply.

**Application Details and Process:**

Applications are due **Friday, June 1, 2018.** Annual compensation range is $65,000 – 70,000. Please send the following to jobs@MyPathUS.org indicating your interest in the Senior Manager of Evaluation position in the subject line:

- Resume and detailed cover letter highlighting your interest and relevant experience
- Two writing samples (evaluation plans, data analysis summaries or logic models, etc.)