

For over 75 years, Episcopal Relief & Development has been working together with supporters and partners for lasting change around the world. Each year the organization facilitates healthier, more fulfilling lives for more than 3 million people struggling with hunger, poverty, disaster and disease. Inspired by Jesus' words in Matthew 25, Episcopal Relief & Development leverages the expertise and resources of Anglican and other partners to deliver measurable and sustainable change in three signature program areas: Women, Children and Climate.

Senior Manager, Monitoring, Evaluation and Learning

The Senior Manager, Monitoring, Evaluation and Learning (MEL) leads the development and execution of a mixed-method MEL system for the program department and its implementing partner organizations, in support of the goals of the organization's Strategic Plan and Core Values. Your primary role is to ensure the MEL system, process and tools strengthen projects and results in the field, provide evidence and learning for reporting and dissemination, adhere to data collection and privacy standards, and inform decision making on Episcopal Relief & Development's strategies. You will act as the primary liaison for Program Officers and field-based partner MEL teams and lead the design and execution of complex MEL plans for grant-funded projects.

As Senior Manager for Monitoring, Evaluation and Learning, you will:

- Develop and oversee the organization's system for data collection, management, storage, and analysis; build and oversee a MEL system blueprint that ensures quality assurance of all monitoring and evaluation; ensure all database platforms, software and technical components are fit for purpose and meet the vertically integrated information needs of both program partners and the organization
- Design, improve and integrate tools for qualitative data collection and management into the data system blueprint, ensuring the organization can gather, explore attribution, conduct counterfactual analysis, and triangulate qualitative dimensions of programs with quantifiable demographic and sectoral indicators
- Develop systems and manage adherence to data privacy, security and support standards
- Conduct performance reviews of global outcome and output indicators against best practice, making adjustments as needed to ensure data collection aligns to the program theory of change
- Provide technical insight and design for MEL capacity-building; lead training and capacity building for partners in specific MEL tools and processes, global system requirements and mobile data collection; oversee the updating of guides for outputs and outcome indicator data collection and analysis, target-setting, baseline/endline planning including sampling, qualitative data processes, attribution and contribution analysis
- Provide technical assistance to partners to develop, test assumptions for, regularly update and execute their multi-year MEL plans
- Establish standards and ensure partners' monitoring systems and report templates accurately collect and report global outputs and quality assurance data

- Provide research design and technical assistance to priority partners for high-quality mixed-methods baseline and endline evaluations, with appropriate sampling, quality mobile data collection, data management and analysis
- Create and test customized outcome surveys for partners and align survey questions and instruments to project results frameworks and department requirements
- Support resource mobilization by designing MEL plans for proposals and oversee the execution of required grant-funded project monitoring, evaluation and learning
- Conduct periodic field visits to ensure quality of data collection, verify accuracy of reported data, and assess and support strengthening of MEL processes
- Provide technical oversight and quality assurance for the work of the Data Analyst – including data analysis, synthesis, visualization and presentation to ensure data's usability for program strengthening, reporting, learning and resource mobilization
- Support the effective use of data for learning and decision-making, supervise the preparation of MEL reports for review of progress, impact, and relevance of program methods and inform dissemination strategies for learnings
- Work as part of a Strategic Learning/MEL team in the Program Department

You Are:

- Deeply knowledgeable on quantitative and qualitative research methods, data analysis, and interpretation
- A confident communicator with the ability to explain technical concepts and information to multicultural audiences with varying levels of monitoring and evaluation skills
- Detail-oriented with strong organizational and project management skills and adept at meeting deadlines in a fast-paced environment
- Fluent in English (required) and Spanish, French or Portuguese (preferred)
- Able and willing to travel domestically and internationally and work a varied schedule including occasional evenings and weekends

You Have:

- A shared commitment to Episcopal Relief & Development's mission and values
- A Master's Degree in research, evaluation, statistics, economics, public administration, international development, public health or related field
- A minimum of ten (10) years' experience in the areas of monitoring and evaluation, with demonstrated progressive seniority, preferably with an international NGO or international research institution
- A minimum of five (5) years' experience working with evolving information systems, including facility with data products, collection practices, and software platforms that can store, manage, and provide a MEL System environment
- Demonstrated expertise in developing and leading trainings with resources and tools for digital data collection, monitoring, evaluation, and learning
- A track record designing MEL technical content inputs for successful grant applications to sophisticated foundations, bi-laterals (e.g. USAID), or similar funders

- Demonstrated experience conducting research in field settings and managing and coordinating research processes, logistics and local relationships in fast-moving field environments
- Proven experience in monitoring and evaluating programs using statistical data analysis required for data interrogation
- Applied use and understanding of SPSS, STATA, DHIS2, Epi and other industry-standard software and strong working knowledge of SQL and Excel programming potential

How To Apply:

Email cover letter and resume to careers@episcopalrelief.org with the subject line “Senior Manager, Monitoring, Evaluation and Learning.” For more information, visit our website at www.episcopalrelief.org.

* Generous benefits package offered.

** Episcopal Relief & Development provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation or any other legally protected status.*

Episcopal Relief & Development offers reasonable accommodations in the hiring and employment process for individuals with disabilities. If you need assistance in the application or hiring process to accommodate a disability, you may request an accommodation at any time.