

EPISCOPAL RELIEF & DEVELOPMENT

JOB DESCRIPTION

TITLE: MEL Officer

REPORTS TO: Director, Strategic Learning & Impact

DEPARTMENT: Strategic Learning & Impact (SLI)

DIVISION: Global Programs

LOCATION: New York, NY or Remote USA

FLSA STATUS: Exempt

EFFECTIVE DATE: 3/22/2024

PRIMARY FUNCTION/PURPOSE: The MEL Officer provides MEL technical assistance and management for external grant-funded and other priority projects. The Officer works closely with Episcopal Relief & Development Program Officers and partner MEL staff to achieve high quality monitoring, evaluation, learning, reporting, and use of results – meeting Episcopal Relief & Development’s standards and specific grant compliance requirements. The position contributes to MEL resource development and provides MEL capacity-building with implementing partners and program staff to ensure quality data is gathered, analyzed and used for project improvement and results dissemination. The position is part of highly collaborative teams, both MEL-knowledge management and cross-functional program. The MEL Officer works with the Director, SLI in supporting Episcopal Relief & Development’s core values and strategic goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Advances MEL on priority projects

- Manages the MEL plan for priority grant-funded projects, coordinating with Senior MEL Manager, project teams and partners on project design, data collection, and reporting
- Provides technical insight to project teams for effective MEL execution
- Provides technical review of externally funded partners’ MEL reports, and contributes content to reports.
- Facilitates project team’s data interpretation process to effectively communicate key results to institutional funders and ensures MEL compliance
- Advises Program Officers and partners on effective use of monitoring data for project improvement during implementation.

- Identifies technical issues and red flags for troubleshooting and coordinates actions to address.

Advances quality and on time execution of evaluation plans

- Informs evaluation design working closely with partners and staff on sampling and other strategies per the Evaluation Policy
- Assesses project outcomes via Results Frameworks and applicable funder requirements.
- Manages external evaluation consultants
- Co-facilitates evaluation orientations with partners and evaluation consultants.

Provides MEL technical insight to business development process:

- Configures funder-required MEL templates for proposal teams and contributes to the development of MEL content for submission.
- Configures funder-required MEL tools and data report templates, and adapts project MEL Workbooks
- Co-facilitates MEL training for program and partner staff at grant launch

Provides MEL Capacity-Building to partners and staff:

- Contributes to MEL resource, tools, and training plans, identifying best practices and skills development to meet the organization’s MEL standards.
- Provides informal capacity-strengthening and coaching to colleagues and partner staff
- Co-facilitates formal MEL capacity-building sessions virtually and through field visits and workshops.

Manages project processes and documentation

- Manages work and projects effectively in digital project management system and file storage system
- Develops and improves workflows/processes and tools to increase productivity and effectiveness.
- Provides back up coverage for MEL Coordinator as needed to fill gaps and achieve priority deliverables.
- Perform other duties as assigned.

SUPERVISORY REQUIREMENTS:

There are no direct staff supervisory responsibilities. The position may require:

- Engagement and oversight of key deliverables of external consultants, vendors and/or interns
- Coordination and accountability for internal working groups

EDUCATION:

- A Bachelor’s Degree in economics, statistics, research, international development or related field
- An Advanced Degree such as Master's Degree preferred, in MEL field, International Development, or Public Administration

EXPERIENCE:

- A minimum of four (4) to eight (8) years of program monitoring and evaluation or research experience in a nonprofit, international development or emergency response organization

- Field-based program MEL experience preferred
- Experience in MEL for institutional (foundation or government) grants preferred
- Demonstrated application of quantitative and qualitative methods in monitoring and evaluation of projects
- Proven ability to deliver quality data for program use and results dissemination
- Experience facilitating MEL technical capacity building with diverse program colleagues

REQUIRED SKILLS:

- High level proficiency in Excel, Word, Powerpoint,
- Proficiency in a statistical software, e.g. SPSS or Stata
- Proficiency in Asana, Monday.com or similar digital project management system
- Proficiency in a mobile data collection application preferred (e.g. CommCare, Kobo, ODK)
- Monitoring and evaluation technical and management skills;
- Strong communication and interpersonal skills, and proven ability to manage complex or difficult situations with tact, diplomacy and good humor
- Detail-oriented with strong organizing, prioritizing, goal-setting and time management skills for effective self-management, task execution and personal accountability
- Understanding of the development sector with proven ability to observe, consider and contextualize for appropriate cultural and location-specific awareness and adaptation
- Proven ability to collaborate effectively and produce high quality work as part of team
- Demonstrated ability to establish and build relationships with a diverse array of professional and community groups
- Fluency in English; French, Portuguese or Spanish a plus

OTHER REQUIREMENTS:

- Passionate about Episcopal Relief & Development's mission and impact
- Ability and willingness to travel up to 10% of the time in diverse and under-resourced environments
- May be required to work long hours and a varied schedule including occasional evenings and weekends
- Ability and willingness to work Eastern time business hours and some business hours of implementing partner countries

The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities and/or qualifications. Position descriptions are reviewed and revised to meet the changing needs of Episcopal Relief & Development at the sole discretion of management.

Episcopal Relief & Development is committed to creating a diverse environment and is proud to be an equal opportunity employer (EEO). All employment practices will be administered without regard to an individual's actual or perceived protected characteristic(s) - race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status or any other legally protected status.

Episcopal Relief & Development offers reasonable accommodations for individuals with disabilities. You may request accommodation at any time.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

SALARY & BENEFITS:

Annual salary range of \$90,000-\$95,000

Competitive, comprehensive benefits package offered

How To Apply:

Email resume and cover letter to careers@episcopalrelief.org with the subject line "**MEL Officer**" For more information, visit our website at www.episcopalrelief.org. The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities and/or qualifications. Position descriptions are reviewed and revised to meet the changing needs of Episcopal Relief & Development at the sole discretion of management.