



Communities united for Restorative Youth Justice

Building community from the ground up!

www.curyj.org

Job Description

Evaluation and Learning Manager

Job Title: Evaluation and Learning Manager
Reports to: Deputy Director
Hours: Full-time, 40 hours/week

ABOUT CURYJ

Born by organizing systems-impacted youth of color and young leaders to defeat Oakland's gang injunctions in 2010, CURYJ's mission is to unlock the leadership of young people to dream beyond bars. CURYJ's creed is that we must – transform, not reform - the systems that have harmed communities of color for generations, most notably the criminal (in)justice system. Guided by our Theory of Transformation and Liberation (TOTAL), CURYJ believes *that by uplifting the voices of systems-impacted young people of color through leadership development, advocacy and movement building, and community healing, then we can end youth incarceration in California by 2030, and beyond.*

ABOUT THE POSITION

The Manager of Evaluation and Learning leads, in collaboration with other members of senior management, the creation and maintenance of a robust practice of data-driven continuous quality improvement that informs and connects service models and outcomes in support of agency strategic goals. In partnership with Program Directors, this role uses data to implement and refine the organization's Theory of Transformation and Liberation. The Manager of Evaluation and Learning leads the department and reports directly to the Deputy Director.

PRIMARY RESPONSIBILITIES

Outcomes and Reporting

- Oversee training, maintenance and continued build-out of the agency's data tracking systems
- Develop/refine strategic and operational metrics to support with client outcome and agency impact measurement
- Create and maintain custom reports and programmatic dashboard reports for both internal and external dissemination
- Determine appropriate methods and intervals for data distribution and analysis
- Develop and maintain an agency impact and evaluation plan and learning agenda
- Develop processes to maximize efficiency and effectiveness of data collection and other evaluation activities
- Manage ongoing refinements to Logic Model and Theory of Transformation and Liberation
- Facilitate use of systems to support and track both impact and implementation fidelity

Provide Data Analysis and Reporting

- Work with a range of internal stakeholders to understand data needs and provide analysis and dashboards to support data-based decisions
- Conduct quantitative and qualitative data analyses
- Create internal documents and support creation of external documents that summarize evaluation and learning results
- Facilitate data discussions and learning agenda meetings to support meaning-making and data-based decisions

Build Organizational Capacity

- Teach staff in interpreting and using evaluation and learning results for program improvement and external communication
- Facilitate staff learning related to measurement and evaluation
- Lead codification and documentation of program evaluation processes

Support Strategic Planning and Innovation

- Implement the organization's current data plan with oversight from leadership
- Support the processes by which ongoing evaluation learnings will influence program innovations
- Collaborate with team leadership in long-term planning and coordination of future program evaluation and innovation work
- Integrate data-driven culture to embrace the use of data in decision making
- Balance qualitative and quantitative data to make informed decisions in programs and across the entire organization

Continuous Learning and Improvement

- Lead implementation of agency-wide quality improvement procedures
- Develop a data literacy training plan and provide ongoing support to direct service and management staff

QUALIFICATIONS & COMPETENCIES

The ideal candidate has a background inclusive of many of the skills and experiences listed below:

- Minimum five (5) years of related professional experience
- Minimum three (3) years experience in evaluation design and methodology
- Minimum three (3) years experience with program management with a proven ability to manage multiple, complex projects and engaging diverse stakeholders
- Expressed interest and commitment to the community that CURYJ serves
- Strong leadership skills and presence demonstrated through progressive management experience in a nonprofit setting
- Ability to provide inspirational and effective leadership to department

- Commitment to data-driven management
- Experience developing and evaluating programmatic metrics, including outcomes and key performance indicators
- Language skills that include the ability to read, analyze, and interpret complex compliance and regulation guidelines
- Persuasive and effective communication skills, including the ability to present technical data to individuals at all levels of the agency in a manner that makes the information accessible, actionable, and meaningful for decision-making and program improvement
- Advanced computer skills, including database management experience, required
- Ability to create and maintain positive, productive working relationships
- Ability to manage multiple projects simultaneously, while tracking details and organization-level themes

COMPENSATION & BENEFITS

Compensation is commensurate with experience, ranging from \$75,000 - \$85,000 annually.

This position is exempt full time with excellent benefits, including 100% coverage of employee's medical (highest Cal Choice package included), \$25,000 life insurance plan, vision and dental; and an option to enroll into a 403(b) plan. In addition to 2 weeks paid vacation per year + a 2 week "office shut down" during the December/January holidays, CURYJ provides the following paid holidays: *New Year's Day, Martin Luther King Jr. Day, President's Day, Cesar Chavez Day, Memorial Day, July 4th (Independence Day), Labor Day, California Native American Day, Veteran's Day, Thanks"taking" Day, The Friday after Thanksgiving Day, Your Birthday.*

EQUAL OPPORTUNITY EMPLOYER & COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

CURYJ is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, educational background, protected veteran status, or any other characteristic. We strongly encourage formerly incarcerated and/or those that identify with the LGBTQ+ Community to apply. Please visit our website to learn more about our work:

www.curyj.org.

Interested applicants, please submit your cover letter and resume to search@curyj.org.