Dynamic NYC Organization Seeks “Data + Evaluation Manager”

Founded in 2005, New Heights Youth, Inc. is a New York City-based non-profit organization located at the Major R. Owens Health & Wellness Community Center in Crown Heights, Brooklyn that uses sports to help young people rise to their potential physically, emotionally, socially and academically. Our mission is “to educate and empower promising underserved youth to be leaders, champions and student-athletes by developing the skills necessary for success in high school, college and life.”

Through a variety of after-school, weekend and summer programs, New Heights engages over 1,500 youth and young adults annually, the majority of whom represent racially and/or economically marginalized communities. We are currently expanding our signature College Bound program and introducing new community-based services that will deepen our impact in Brooklyn and throughout New York City. Our current programs include:

- Travel basketball teams
- Academic support, tutoring, counseling and workshops focused on social-emotional learning and life skills
- High school preparation, guidance and placement services
- College preparation, guidance and placement services
- New Heights Summer Academy (an academic-athletic summer program)
- Community-based clinics, leagues, camps, workshops and events

The “Data and Evaluation Manager” will support the success of New Heights’ College Bound and Community programs by taking primary responsibility for tracking key logic model metrics, reporting on KPIs and utilizing collected data to evaluate program success. This position is full-time and expected to be onsite at our new office in Brooklyn three days a week.

Roles and Responsibilities:

Data Collection and Maintenance:

- Oversee the collection of attendance, academic, demographic, and athletic assessment data.
- Lead the dissemination of data collection instruments to program staff, families, and participants.
- Conduct regular data quality checks to ensure accuracy, integrity, and security of collected data.
- Develop and maintain databases to centralize and streamline program data.

Data Reporting and Analysis:

- Utilize data visualization tools to analyze trends and outcomes.
- Present findings to program staff and leadership, recommending actions for improvement.
- Generate weekly and quarterly reports tracking progress towards goals.
- Create quarterly Community Benefit reports to provide details to the EDC about programming offered to the community at low to no cost.
Logic Models + KPIs:

- Maintain and update New Heights’ Logic and Program Models to align with program goals.
- Ensure all program outcomes and benchmarks are clearly defined and measurable.
- Implement and improve systems to track Key Performance Indicators (KPIs)

Data Collection Instruments:

- Collaborate with program leadership to identify and refine indicators of success.
- Develop data collection tools such as forms, surveys, and interview protocols.
  - Use platforms like FormAssembly, SurveyMonkey, and HelloInsight for data collection.

Collaboration and Alignment:

- Work closely with program and development staff to align data reporting with organizational storytelling, ensure alignment on “the New Heights Story”.
- Support grant applications and reporting by providing accurate program data and impact insights.

Continuous Improvement:

- Facilitate monthly meetings with program staff to review data, discuss insights, and propose improvement strategies.
- Identify systemic issues affecting data quality and implement solutions in collaboration with staff.
- Research trends in program evaluation: Conduct research on best practices in sport program evaluations and implement new methods to improve.

Salary and Benefits:

- Salary compensation ranges depending on experience and qualifications: $55,000 - $65,000 annually.
- Comprehensive benefits package including:
  - Insurance – Medical, Dental, Vision
  - 401K with employer contribution
  - 20 PTO/ 15 Holidays, not including an organization-wide week off in the summer.

How to Apply:

- Please send a resume and cover letter to Jobs@newheightsnyc.org. Please put “Data and Evaluation” in the subject line. No phone or fax inquiries– we will respond if we require further information.