Evaluation and Monitoring Manager

Location: College Park, MD
Reports to: FRN Chief of Staff

**Position Overview**

Food Recovery Network (FRN) is seeking an Evaluation Manager to bring FRN to the next level of ability within our evaluation, monitoring, metrics and data collection. The ultimate aim of FRN is to support higher education in being the first sector where food recovery is the norm and not the exception. Our data drives our storytelling that students across the country are changing the dialogue from food waste to food recovery. The Evaluation and Monitoring Manager must be a natural problem solver, really love to figure out how things work, and must be unsatisfied with “good enough”. The Evaluation Manager is the architect of how FRN uses a variety of platforms to track, collect, and analyze our data. This person must be curious, patient, and able to teach the growing FRN team how to use our platforms to the best of the platforms’ capability; they must be results-driven, a master organizer, a project planner, a change-management artist, and they must love to teach others.

**About FRN**

Founded in 2011, Food Recovery Network (FRN) is the largest national student-led food recovery movement working to bring food recovery programs to colleges and universities across the country. FRN is currently comprised of almost 200 chapters at colleges and universities across the country and has recovered more than **3.9 million** pounds of surplus food. FRN is starting a new 3-year strategic plan (FY 2020-2022) and the Evaluation Manager will be tasked to gather data to ensure we are working effectively and meeting our goals, and in many instances, that we are exceeding our goals. FRN has grown from a $425,000 annual budget to over $725,000 and expects to continue to grow over the course of our next three year strategic plan.

**Position**

FRN has been growing steadily since our inception almost 10 years ago and is now seeking to dramatically accelerate growth. The Executive Director (ED) is looking for a mission-focused problem solver with experience improving data collection and system processes, collecting and analyzing data and making meaning from that data. FRN is seeking an Evaluation Manager to provide organizational leadership and to mobilize the necessary technical assistance to develop and maintain an effective monitoring and evaluation system throughout FRN’s programs.

The Evaluation Manager will manage an Evaluation Fellow and the Evaluation and Data working group at FRN to ensure data collection integrity, determine and project manage systems changes, and guarantee the team knows how to and can input “clean” data. The Evaluation Manager will systematize our data

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management and importantly, determine new metrics and systems to determine those metrics. A key element of the role is program evaluation, consistently improving FRN’s many programs to ensure FRN can continue to grow with quality, clean data that is transparent.

**Responsibilities**

- Develop vision for and implement organization’s overall evaluation agenda and our ability to produce data that is relevant, understandable, and important to our stakeholders and the larger food recovery conversation. Ensure that the data will be represented in visually compelling ways so that it can be used by various stakeholders. The agenda should be fashioned so that it takes us to the next set of critical questions.
  - Develop, manage, and maintain the design, implementation, and oversight of research and evaluation processes and tools. Evaluate, integrate, or modify current systems as appropriate. Upgrade and analyze FRN surveys.
  - Manage all activities related to evaluation and performance tracking in support of FRN’s strategy.
- Explore and provide recommendations for innovative technologies to streamline monitoring, evaluation, and other operational functions. Build staff capacity through training and technical assistance for accurate data collection and reporting.
  - Constantly seek better resources that allow for efficiency across platforms.
  - Determine and recommend when data needs to be gathered in alternative ways.
  - Assist ED with identification of indicators of success and setting challenging but achievable targets.
- Work with FRN team to build capacity for, implement, and manage internal systems for conducting ongoing outcome measurements and assessments; lead continuous improvement efforts.
  - Work with senior team to set learning agenda priorities and ensure these priorities are met.
  - Conduct trainings to ensure quality assurance and knowledge of how to use FRN systems.
- Produce data analysis that will result in publication either by FRN or other entities in the Food Recovery space.
- Prepare reports, presentations, and other print and electronic products using narratives, tables, graphs, or other representations that make complex topics, data, and analysis understandable to a variety of audiences.
- Gatekeeper of FRN’s data
- Liaison between stakeholders in need of FRN data especially for grant reporting, particularly to provide evaluation-related support, and external communications to the food system space.

**Candidate Qualifications**
The candidate we are seeking should have the following qualifications:

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Must be dedicated to and passionate about FRN’s mission.

MA preferred with a minimum of 3 years program evaluation experience.

Is challenged by and loves solving problems, unraveling statistical relationships and enjoys communicating them to a variety of interested parties.

Strategic ability to see opportunities, and contribute to designing innovative approaches backed by strong analysis and planning.

Excellent analytical and design skills; facility in diverse quantitative and qualitative methods is essential. Able to design and manipulate databases, use computer-based statistical and analytical applications, and be able to design outcome and impact studies. Must be comfortable compiling and analyzing complex information.

Well honed, excellent skills in working with project management methods.

Experienced with developing, analyzing, distributing, and designing surveys and data collection tools.

Strong interpersonal skills including the ability to work with a diverse team of creative, mission-driven people.

Ability to manage several projects simultaneously that are progressing at different speeds.

Proven ability to train teams on new systems or systems improvement.

Must have the following skills:

- Data Management
- Data Analysis
  - Excel / Google Sheets
  - Query formulas
  - Data processing
  - Chart creation
- Salesforce experience
  - Working knowledge and desire to continuously learn
- Designing new systems using various technologies
  - Cognito Forms
  - Zapier
  - Salesforce
  - Google Suite
  - Smartsheets
- Process and visualize data for external stakeholders
- Problem solving
- Patience
- Evaluation Attitude
  - Likes to evaluate and problem solve

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○ Able to see potential roadblocks or struggles in projects
○ Experience managing others
○ Project Management Tool experience
  ■ Gantt Charts
  ■ Kanban Boards
  ■ Flow Diagrams

**Compensation**
Benefits include paid holidays, flexible Paid Time Off (PTO), and professional development opportunities. FRN does not yet offer full healthcare benefits or retirement benefits, but intends to implement a healthcare reimbursement in FY 2020.

**How to Apply:**
Please send a cover letter and resume to regina.anderson@foodrecoverynetwork.org with the subject line “Evaluation Manager Position.” Please include your salary range. Applications will be accepted through August 16, 2019.