Data & Evaluation Manager

Literacy Mid-South seeks a Data & Evaluation Manager to facilitate the organization’s data collection, management, interpretation, and dissemination to internal and external stakeholders. This person will report to the Executive Director and work closely with program directors, staff, and community partners across the organization to develop regular reports and analyses of outcomes.

Primary responsibilities
- Work across the organization to identify, evaluate, and/or develop data collection & management gaps, goals, processes, and strategies
- Support Program Directors to ensure compliance with reporting requirements for grants
- Interact with appropriate staff, stakeholders and vendors to evaluate, select, and/or develop data collection & management tools, methodology, survey instruments, and reporting and visualization processes to assist in program evaluation and identification of community member needs
- Manage data collection & management tools
- Provide training to appropriate staff regarding data entry requirements, including what is required for grant reporting and measuring program impact;
- Periodically evaluate data handling procedures and recommend changes to ensure collection and reporting of relevant data occurs in a timely, accurate, and ethical manner.
- Collaborate with community partners to assist with their data collection & evaluation processes.

Qualifications
- Bachelor’s degree required; advanced degree preferred
- 5+ years of experience, preferably in the nonprofit sector
- Excellent oral and written communication skills
- Google Suite proficiency
- Comfortable using and learning new technology/programs
- Able to work effectively with people from diverse backgrounds
- Demonstrated commitment to and understanding of how to build diversity, equity, and inclusion in advancement functions; culturally and historically competent with respect to issues such as racial, cultural, religious, sexual, ableism, and gender identity. Skilled at delivering solutions in evolving, multi-cultural environments.
- Self-motivated, organized, and able to meet deadlines
- Able to prioritize and multitask
- Commitment to improving literacy outcomes for children and adults in the Memphis area
- Models continual improvement, demonstrates lifelong learning, and applies new learning to empower all learners
- Available to work evenings and weekends if required
- Must be able to lift 30 lbs
- Must be able to sit or stand for extended periods of time

Benefits
- Base Salary: $65,000 Annually
New hires are typically brought into the organization at a salary between the range minimum and the salary range midpoint depending on qualifications, internal equity, and the budgeted amount for the role.

- Full-time position
- Generous paid time off (PTO)
- Competitive benefits (health/dental/vision)
- Hybrid work opportunities

To apply:

Please send a resume and a cover letter to careers@literacymidsouth.org.