

## Associate Director of Impact & Evaluation

### Center for Community Progress Job Announcement

<b>Job Title</b>	Associate Director of Impact & Evaluation
<b>Reports To</b>	Director of Administration & Finance
<b>Date</b>	March 14, 2022

### Center for Community Progress

As a national nonprofit, our mission is to foster strong, equitable communities where vacant, abandoned, and deteriorated properties are transformed into assets for neighbors and neighborhoods. We are former practitioners and policymakers who understand that today’s neighborhoods have been shaped by decades of unjust and racist land use and financing policies—and we are driven by the promise of safe, healthy, resilient, and inclusive neighborhoods that provide opportunity and dignity for all.

The expertise and passion of our staff is unmatched, and Community Progress is highly regarded as the nation’s leading resource for urban, suburban, and rural communities seeking to equitably address the full cycle of property revitalization. In all our work, we seek to ensure that all communities have the policies, tools, and resources they need to transform vacant, abandoned, and deteriorated properties. Our state-of-the-art technical assistance has been provided to more than 300 communities in over 35 states and our educational programming has reached tens of thousands across the United States.

More information is available at [www.communityprogress.org](http://www.communityprogress.org).

### Job Summary

The Center for Community Progress is seeking an experienced, innovative, and perceptive applicant to serve as Associate Director of Impact & Evaluation, joining a small team of passionate thought leaders and technical experts who care deeply about racial equity and justice.

The Associate Director of Impact & Evaluation will serve as a core member of the Administration and Finance team, providing strategic storytelling of Community Progress’ work to communities across the country struggling with vacant, abandoned, and deteriorated property challenges. Recognizing the barriers these properties create to fostering equitable communities, this individual will work alongside some of the nation’s top experts on topics such as land banking, alternative land use, delinquent property tax enforcement, and housing and building code enforcement.

This position will develop and implement systems for measuring and evaluating the organization’s impact. The work we do at Community Progress can seem complex and difficult to measure; this position will be primarily responsible for mining our organization’s existing data – and establish streamlined, efficient systems moving forward – to enable us to better tell our story and demonstrate our

impact. This will include building a database to store and aggregate collected data, working across multiple program areas to centralize and streamline internal reporting and measurement processes, and translating these metrics for internal and external reporting to the Board, funders, stakeholders and to the public via annual reports and other communications tools and dashboards. The strategic nature of this role will involve a high degree of cross-functional collaboration across our entire team, as well as with external partners. The Associate Director of Impact and Evaluation will be responsible for the capacity building and mentoring strategy for program staff on themes related to monitoring, evaluation, accountability, reporting and learning. The Associate Director of Impact and Evaluation will work closely with staff responsible for policy and research, communications, development, local and state technical assistance engagements, place-based initiatives, and leadership and education programming.

The ideal applicant for the position will have (1) experience in program evaluation and/or nonprofit or government impact measurement (2) have a strong understanding of monitoring and evaluation methodologies involving both quantitative and qualitative data, and (3) have familiarity in designing and executing common data collection methods, including surveys, interviews, focus groups, and experiments.

The Associate Director of Impact & Evaluation position is full time. Our preference is to have this position operate from one of the organization's hubs in Washington D.C., Michigan, or Georgia. In its pursuit to build a nation-leading team of highly skilled diverse experts, Community Progress may consider a remote location for this position and some flexibility for working hours.

Individuals who are self-starters, able to lead projects, and pride themselves on solving complex problems alongside both legal and non-legal partners in pursuit of building equitable and just communities are encouraged to apply.

## **Duties & Essential Job Functions**

- Manage the organizational strategy for monitoring and evaluating the effectiveness of our data collection systems in order to achieve our mission and strategic plan performance measures.
- Plan and operationalize higher-touch methods for collecting feedback and data, including, but not limited to, interviews, surveys, focus groups, and case studies;
- Manage and administer the organization's Salesforce platform to document and track program service delivery and funding source activity, including building new system functionality, reports, dashboards, as well as general database maintenance activities such as data validation and user training;
- Plan and lead all data collection and performance measurement activities including baseline, quarterly and annual evaluations, and develop standards for data collection;
- Support the training of relevant team members on interviewing and data collection in order to increase monitoring and evaluation capacity across all program areas;
- Supervise all sub-contractors and vendors involved in data collection activities;
- Train staff in each program area on data collection and performance measurement responsibilities and enforce proper usage of these systems by program staff;

- Collect, analyze and validate information and data on Strategic Plan performance measures;
- Present data analysis and periodic reporting in consultation with Policy & Research, Communications and Development staff;
- Ensure that lessons learned throughout the project are captured and communicated to internal and external stakeholders through appropriate channels;
- Work with Community Progress staff to develop an approach and to measure progress related to our organization's commitment to racial equity and justice;
- Draft or assist in the drafting of press releases, policy briefs, blog posts, op-eds, annual reports, public comment letters, grant reports, or any other written deliverables involving how the organization presents its impact and outcomes;
- Liaise with various stakeholders, clients, partners, and funders on relevant data, impact, and performance measurement issues;
- Address any other tasks assigned by the Director of Administration and Finance;
- Given the nature of the work, staff are expected to be flexible and may be asked to carry out duties which are not specifically listed above. The job description may be revised after discussion between the staff member and the organization; and
- Other duties as assigned by the Director of Administration and Finance.

## Reporting Relationships

This position does not have any full-time staff directly reporting to them.

## Qualifications

The Associate Director of Impact & Evaluation position must have:

- A demonstrated commitment to public and community service with an enthusiasm for Community Progress's mission and a shared commitment to equity, inclusion, and justice;
- Awareness of the history of unjust policies that have contributed to disinvested communities and racial inequities, and a commitment to working collaboratively with leaders in the field to develop new policies and programs that prioritize racial and economic justice;
- 5+ years of experience in program evaluation and/or nonprofit or government impact measurement;
- Strong understanding of monitoring and evaluation methodologies involving both quantitative and qualitative data;
- Robust expertise in the design and management of databases;
- Familiarity designing and executing common data collection methods, including surveys, interviews, focus groups, and experiments;
- Extensive statistical analysis skills and experience with statistical software;
- High degree of computer literacy; Microsoft Office Suite skills are essential;

- Skills in ArcGIS, R, Tableau, and/ or Adobe Suite are a plus;
- Excellent analytical, communication and writing skills; ability to make complex information accessible to a wide variety of audiences and prepare clear and concise reports;
- Ability to manage and meet deadlines;
- Experimental design of evaluations;
- Fluency in written and oral English. Must be able to read and interpret documents and communicate with others as necessary to perform job duties effectively;
- Language skills in Spanish or other languages are a plus; and
- Demonstrated ability to collaborate with team members across multiple program areas.

## Required

A minimum of 5 years of professional experience in data analysis and research, program evaluation, auditing, non-profit management or government oversight and a Bachelor's degree.

## Preferred

A minimum of 5 years of experience creating impact reports presenting results and insights to external audiences, Experience with Salesforce is strongly preferred but not required, and Master's degree in data analysis, public policy, program evaluation or related field. Candidate's additional education may substitute for experience, and additional experience may substitute for education.

## Salary and Benefits

The Center for Community Progress is offering a salary for the position of The Associate Director between \$85,000 and \$95,000 annually, commensurate with experience or skillsets; salary will be adjusted based on cost of living for other markets. Additionally, the Center for Community Progress provides an excellent and comprehensive benefits package that includes medical, dental, vision, 401k match, access to flexible spending or health savings accounts, and generous personal time off benefits.

## Application Instructions

Interested applicants Submit a cover letter (including salary expectations), resumé, brief writing sample that demonstrates the candidate's data analysis/evaluation work. All materials must be sent in a single PDF by April 14th, 2022, at 5pm to Madison Gharghoury, [hire@communityprogress.org](mailto:hire@communityprogress.org)

## Equal Opportunity Employment

The Center for Community Progress works with community partners to advance and strengthen the values of equity, justice, and inclusion, and is committed to maintaining a diverse and multicultural working environment. Community Progress is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion/creed,

sex, national origin, disability, genetic information, parenthood, pregnancy, veteran or active military status, alienage or citizenship status, salary history, caregiver status, sexual orientation, gender identity, marital or partnership status, familial status, unemployment status, status as a victim of domestic violence, sexual violence or any other status protected by applicable law.