



Position Title: Evaluations & Data Director

Location: Chicago, IL

Reports to: Mikva Challenge Illinois CEO

Mikva Challenge is a national nonpartisan, nonprofit organization whose mission is to develop youth to be informed, empowered, and active citizens and community leaders who will promote and just and equitable society. Mikva Challenge has chapters in California, Washington, DC and Chicago, IL. We engage youth in action civics, an authentic and transformative learning process built on youth voice and expertise. We are a dynamic youth empowerment agency that provides adolescents with unique civic learning opportunities and “hands-on” experiences in political campaigns, public policy advocacy, government internships, and youth activism programs. Our approaches include direct youth work, teacher support, and liaising with civic leaders and institutions. A strong belief in the potential of youth and a commitment to youth power and voice are key. Enthusiasm, energy, flexibility, and the ability to work independently, as well as on a team are also important qualities for the right candidate. *This is a level 3 position on Mikva’s org chart, with a salary band of \$55k-\$73k. Salary amount will be determined based on work experience.*

Specific Responsibilities Include:

While this position is housed in the Illinois Chapter, it is expected to work with all chapters and national programming. The position will work with EDs and staff of the Illinois, DC and LA chapters, as well as the President and partner city staff.

Compliance

- Manage staff data compliance; develop and track adherence to timelines for data procedures in collaboration with leadership
- Prepare surveys for administration, including use of existing tools and adaptation of tools to meet specific event needs
- Provide trainings for new and current staff to collect and enter data
- Update data procedures as needed, informed by staff feedback and organizational shifts

Continuous program improvement

- Analyze data, create visual summaries, and share results with program staff
- Provide quarterly data reports to Chapter leads, program supervisors & CPO for internal continuous improvement meetings
- Lead development of yearly program goals
- Support program supervisors to develop yearly staff performance goals that incorporate program goals and promote program priorities
- As needed, support program staff to incorporate evaluations and data in program activities, in accordance with Mikva’s action civics model that builds research skills

Evaluations-related communication

- Collaborate with Executive and Development staff to incorporate evaluations framework and data into communications

- Collaborate with Development staff to support program staff communication with external partners

Evaluations framework management

- Liaise with staff from all sites and evaluations consulting organization as needed to plan and implement updates to evaluations framework, including outcomes and survey items
- Liaise with external partners to manage research initiatives showcasing Mikva's work and the landscape of action civics
- Collaborate with leadership to ensure evaluations requirements are met in funding proposals and reports, amending existing evaluations framework and related procedures as needed
- Learn and manage evaluation survey software (Remark)

Required Qualifications:

- Bachelor's Degree required, Master's Degree preferred
- Experience managing a non-profit organization's evaluations infrastructure
- Proven ability to manage change in a non-profit environment

Skills:

Non-negotiable skills are for this position include:

- Knowledge of evaluation and data collection methods
- Experience with databases – maintaining, liaising with database company, training staff
- Familiarity with logic models, evidence-based outcomes, and alignment of outputs, outcomes, and survey items
- An analytic mind set/skill set
- Mastery of Excel and/or SPSS
- Ability to create surveys
- Detail oriented is a must

Required Competencies:

This position is a Level 3 on our Org Chart. The salary band for this position is \$55k-\$73k, based on experience. The candidate must be able to demonstrate the following competencies upon hire:

- Demonstrating and inspiring cooperation, collaboration, reliability, and professionalism
- Working effectively in changing situations and with diverse groups and issues
- Inspiring individual and organizational excellence across the organization
- Establishing and maintaining professional contacts to build, enhance, and connect networks to Mikva Challenge
- Working in partnership with professional colleagues at the organization
- Embracing the organizational mission and vision

Application Instructions:

This is a full-time position and it includes a competitive salary and generous benefits package. Candidates should be prepared to offer three professional references upon request. Since Mikva has programming onsite, and youth are present at our offices, all candidates will be required to complete a background check prior to hire. Review of applications will begin immediately. Email your resume and cover letter to: jobs@mikvachallenge.org. Put EVALUATIONS DIRECTOR in the subject line.

No phone calls will be accepted!

Equity Statement:

At Mikva Challenge, we celebrate difference and are committed to providing equitable opportunities, addressing the effects of power and privilege. Mikva Challenge is proud to be an equal employment opportunity workplace. We are committed to equal employment opportunity regardless of race, color, ancestry, gender, gender identity, national origin, sexual orientation, age, citizenship, marital status, disability, veteran status, or any other factor covered by federal, state, or local statutes. We want to create an empowering space to change lives!