

## Youth UpRising

### IMMEDIATE JOB OPPORTUNITY



**Position Title: Data & Evaluation Manager**

**Status:** Full-time, Exempt.

**Compensation:** Competitive, commensurate with experience. Full benefits.

### About Youth UpRising

Since it's opening in 2005, Youth UpRising (YU) has gone from a barebones operation to a bustling, 25,000-square-foot, high-tech youth leadership development center.

YU serves Alameda County residents between the ages of 13 and 24 – primarily youth of color from low-income neighborhoods in East Oakland where the center is located. Through innovative, culturally relevant programming in the areas of Media and Performing Arts, Education and Career Development, Health and Wellness, and Social Enterprise. YU attracts an astounding and ever-expanding membership of over 4000 youth.

YU envisions community transformation driven by investments in youth and young adults that result in the personal, social and economic transformation of all residents.

YU exists to build healthy, economically robust communities in East Oakland and the surrounding county, creating social change by harnessing the leadership of young people through consciousness raising, personal transformation, hard skill cultivation and leadership development.

For more information about Youth UpRising go to: [www.youthuprising.org](http://www.youthuprising.org)

### Evaluation and Learning at YU:

Youth UpRising is at a pivotal moment in its history. After twelve years of work, YU is growing and at the same time securing its foundation – particularly in regards to having a strong data infrastructure and data-driven culture. YU is highly progressive, think-on-its-feet organization and the data system has not kept up with the rapidly adaptive culture. YU is making a commitment to implement a new system, and focus key resources on shifting the culture of the organization to embrace data. YU is hiring a Data & Evaluation Manager to be a thought leader in the organization, and be hands-on in ensuring that YU meets its objectives.

### The Opportunity

Youth UpRising offers the successful Data & Evaluation Manager an opportunity to join a dynamic organization with a compelling mission and a successful track record of attracting, engaging and serving a high-risk population in strategies for personal, professional and community transformation.

In joining YU's staff, the Data & Evaluation Manager will become part of a high-performing, warm, diverse team that includes people indigenous to the community, those who are deeply committed to social change, and youth within our target population who help to keep the organization attuned to the current realities of youth culture.

The new Data & Evaluation Manager will be positioned for success and ongoing professional growth as YU develops the programs and practices that will position us to become a national leader in youth leadership development and urban community transformation.

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#### **Data & Evaluation Manager - Position Summary**

YU is seeking an experienced and collaborative Data & Evaluation Manager to provide the day-to-day management in the organization's evolution toward a data-driven culture. The Data & Evaluation Manager will oversee the implementation of a comprehensive system that will allow YU to make data-informed decisions and uphold high standards for performance and outcomes. The Data & Evaluation Manager will lead the implementation of this system and resulting workflow changes, analyze robust data sets, create reports/dashboards and train staff across YU's program areas. The Data & Evaluation Manager will collaborate with select staff to identify the most meaningful ways that systems and data can support their work and organizational goals.

The successful candidate will bring previous experience with data systems and strong analytical skills to the role, and will be able to communicate effectively with a wide range of stakeholders. S/he will be intellectually curious, yet grounded in his/her awareness of others' perspectives and sensitive to the challenges that YU's clients and direct-service staff experience. This is an exciting opportunity for a thoughtful, hands-on leader to have a significant impact at YU through the design of its comprehensive data system.

#### **Responsibilities include but are not limited to:**

- **Data-Driven Organization Leadership**
  - Create an intentional data culture, including designing/conducting trainings and creating guides that will prepare staff to utilize the data system effectively.
  - Establish strategic and operational goals for the department as a basis for productivity, performance, results and accountability.
  - Organize organizational learning opportunities designed to empower staff to make meaningful, data-driven decisions for their work.
- **Data System Implementation**
  - Drive YU's partnership with an external vendor, supervising the development of a comprehensive data system that matches the organization's needs, including internal performance management and outcomes accountability, as well as, external reporting requirements for compliance with funders, and that offers sound evaluation tools.
  - Collaborate with YU leadership and key staff on the implementation of the data system for YU's programs and lead any ongoing adjustments or improvements.
- **Evaluation, Accountability and Analysis**
  - Leads and manages the data and evaluation functions and practices of the organization.
  - Develops, manages and refines data collection, analyses and reporting tools and instruments for use across programs and the organization, including for direct service staff, management, executive leadership and for the Board of Directors.
  - Assist program, administration and development staff, in addition to ad hoc requests, in navigating system, pulling timely and meaningful reports.
  - Oversee and support staff in producing analysis and reporting required for external stakeholders, including local, state, and federal grants and contracts, and as requested by YU's fund development team.

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- **Organizational Responsibilities**
  - Manage cross-functional team, including staff that are matrixed from program staff and have a percentage of their time allocated to support the effort.

#### **Qualification Requirements:**

- Minimum 7 years of professional experience, with at least 3 years of experience in relevant roles (e.g. community-based organization or foundation data system administration, program evaluation, performance management positions).
- Master's degree preferred.
- Prior exposure to data system implementation, either as a leader or stakeholder.
- Previous experience in managing vendor relationships.
- Strong technical skills in quantitative analysis with the ability to balance highly-detailed information with a bigger-picture view of how it relates to larger organizational goals or issues.
- Ability to translate complex data for stakeholders who have differing levels of familiarity with data.
- High level of curiosity and interest in partnering with staff as a resourceful problem-solver in order to develop solutions and processes that meet their needs.
- Demonstrated success in managing staff, providing effective coaching and delegating effectively.
- Flexibility and willingness to take a hands-on role when necessary, while also providing leadership.
- Sensitivity to the experience of YU's clients and direct-service staff; prior experience in community-based research or organizations preferred.
- Ability to develop strong relationships within a fast-paced, self-starter setting that values diverse opinions; enthusiasm for helping drive change as YU becomes a more data-driven organization.
- Salesforce experience a plus.

#### **Competency Requirements:**

- **LEADERSHIP** - Visionary • Articulates goals and objectives and their value • Acts as a positive catalyst for change • Models desired behaviors • Able to inspire and organize others • Builds on strengths and facilitates growth in areas of weakness • Seeks input, assesses risks and makes decisions • Problem-solving approach to challenges •
- **PATIENCE** - Able to maintain composure and endure under difficult circumstances • Compassionate, especially regarding long-term challenges • Able to withhold judgment/conclusion and take time to inquire into the causes of a situation • Able to manage expectations and measure success over the long-haul •
- **INSIGHT/DISCERNMENT** - Able to acutely observe and insightfully perceive a situation and/or character • Emotionally intelligent and able to reflect on feelings, motives and needs • Demonstrates good instincts regarding long-term impact and implications •

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- PROFESSIONALISM - Adheres to the highest ethical and organizational standards • Best-practice approach to work • Dependability, rooted in a reliable continuity of presence, principles and actions • Continuously seeks excellence in what we do and how we do it •
- SENSE OF HUMOR - Able to be real • Able to see the lighter side of difficult situations • Ready to laugh •
- MOTIVATIONAL POWER - Able to articulate goals, build excitement and motivate others to do their best • Able to move people beyond their comfort zone and inspire them to take strategic risks • Elicits other people's realization of their maximum potential • Motivates people to be phenomenal team members • Instills a sense of ownership and investment in the larger vision • Delegates and builds the leadership of others • Inspires others to go 'over and above' and feel good about it •

*Core Competencies - required of all staff for successful performance at YU.*

- HIGH PERFORMANCE - Strong work ethic • Results oriented • High energy • High integrity • Reliability • Committed to Excellence • Takes initiative and gets things done • Demonstrated success in an entrepreneurial setting, with the ability to think strategically while executing tactically within a resource-constrained environment •
- ORGANIZATIONAL SKILLS - Detail oriented • Tracks results • Demonstrates good work habits • Effectively uses their and other people's time • Comes to tasks/meetings well prepared • Has basic computer skills • Develops efficient systems, processes and tools •
- FLEXIBILITY - Adapts to new information or circumstances • Willing to wear many 'hats' to get the job done • Creative in troubleshooting and finding solutions • Able to flourish in a fluid environment •
- POSITIVE ATTITUDE - Able to maintain composure, hope and a sense of humor amid challenges • Able to remain positive and see solutions among difficult issues • Stamina • Able to manage and diffuse stress •
- SOCIAL SKILLS - Able to work with a variety of people • Able to communicate with respect and clarity • Open to different viewpoints • Able to disagree without animosity • Self-aware • Compassionate • Collaborative • Able to give and receive candid feedback • A role model •
- CRITICAL THINKING - Thinks interdependently, framing the goals of one department/project within the entire vision • Sees current issues and challenges within a broad framework • Makes decisions that have the greatest long and short term positive impact • Thinks 'outside the box' – beyond given paradigms • Able to access resources (money, people) to advance solutions • Able to reflect on and improve both content and delivery • Open to developing awareness of the structural factors (socioeconomic context) impacting our communities •

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**Start Date:** Applications accepted until position is filled.

**Compensation:** Competitive, commensurate with experience.

**How to Apply:** Email resume, cover letter and four professional references to [talent@youthuprising.org](mailto:talent@youthuprising.org). Include “Data & Evaluation Manager” – [Your Name]” in the subject line.

*Youth UpRising is an Equal Opportunity Employer. Youth UpRising strives to reflect the diverse community it serves.*

*Applicants who contribute to this diversity are strongly encouraged to apply.*