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## Monitoring & Evaluation Director

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**Our New VISION** All youth feel safe, accepted, and supported.

**Our New MISSION** The Bridge for Youth centers youth voice, justice, and equity in all we do, and empowers youth experiencing homelessness through safe shelter, basic needs, and healthy relationships.

**Our New VALUES**

Patience - We give space for youth to make decisions on their own timeline in their own way. Love and Caring - We believe in acceptance, empathy, and non-judgment. Communication - We engage in intentional dialogue to understand each other's truths. Integrity - We actively learn, grow, and change to align our actions in equity and justice. Co-Creation - We seek connection to amplify the voice of youth and each other. Community - We stand together for youth and for each other.

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### Position Information

**Position:** Monitoring & Evaluation Director

**Job Type:** Full-Time; 1.0 FTE

**Classification:** Exempt

**Reports to:** Executive Director

**Posting Date:** December 13, 2022

**Closing Date:** Open Until Filled

**Compensation:** Salary commensurate with experience  
& qualifications: \$78,000 – \$85,000

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### Position Overview

The Bridge for Youth (BFY) centers youth voice, justice, and equity in all we do, and empowers youth experiencing homelessness through safe shelter, basic needs, and healthy relationships. For over 50 years, BFY has been at the forefront of addressing youth homelessness in Minnesota, positively impacting the lives of the most vulnerable youth in our community, through youth-centered programs that offer a pathway out of poverty and chronic homelessness.

The Monitoring & Evaluation Director provides technical leadership, oversight and strategic direction for monitoring and evaluation (M&E) activities for BFY. The M&E Director will provide technical leadership to develop the framework, plans and indicators to capture performance results and provide effective, accurate and timely monitoring, evaluation, and reporting of 1) program activities and 2) BFY's strategic plan.

The M&E Director will supervise and manage the M&E team to design and implement strategic and program M&E activities, ensuring that lessons learned are integrated into implementation to continuously improve quality of programming, interventions and impact.

This position is responsible for documenting and disseminating strategic and programmatic successes and challenges. The M&E Director will also be responsible for evaluating the current project management and client records management (CRM) systems, compare to what's available in the market, and make a recommendation for the best product to meet the needs of organization.

### We ask all staff to:

- ✓ Lead within a framework of agency values, philosophies, and goals, including team commitment and cooperation across BFY services and programs

- ✓ Emulate and enthusiastically promote the organizational culture as defined by the identified values statements and racial justice and equity opportunities of BFY
- ✓ Leads in building upon and strengthening a culture of establishing and nurturing relationships
- ✓ BFY believes in team, collaboration, and constantly developing a supportive and caring environment for each other. Sometimes we are asked to lean in above and beyond our position description and we enthusiastically do so

### **Benefits**

- Competitive health, dental, vision and ancillary benefits
- Company paid life insurance and long-term disability
- 403b (immediate contribution and vesting) with up to 4% match after one year of employment
- Up to 20 days of PTO first year of employment, in addition to 15 paid holidays
- Pet friendly
- EAP – easy to use services to help with the everyday challenges of life

### **Responsibilities**

#### **Monitoring and Evaluation (70%)**

- Provide leadership and direction on M&E as it relates to organizational performance of strategic plan and program outcomes
- Supervise a team of M&E professionals
- Oversee the development and implementation of the Performance Monitoring Plan (PMP) to capture performance and results, including routine service delivery data reporting, baseline and end line assessments, and all monitoring for process and outcome evaluations
- Develop and oversee data flow patterns, to ensure timely and accurate data collection and reporting (i.e. HMIS, funder portals, internal requests)
- Ensure relevant data is entered into Client Record Management (CRM) and project management software to capture, analyze, and disseminate project data
- Lead evaluation and reporting through written and electronic documentation on M&E activities and indicator results for progress and annual reports, as appropriate
- Collaborate across teams to ensure high-quality implementation by strengthening monitoring and evaluation guidelines, protocols, information, and reporting systems
- Ensure data integrity and accuracy through data verification procedures including routine data quality audits and that these are routinely accomplished
- Lead efforts to develop training for program and department staff to assure accuracy and integrity of data and outcomes
- Use data to contribute towards strategic decision-making and project planning with organizational leadership
- Oversee and/or conduct targeted evaluations and research, including design, data collection, management, and analysis that impacts the mission and strategic vision of the organization
- Cultivate strategic M&E relationships with internal and external stakeholders (i.e., funders, networks, coalitions)
- Ensure protection of participant data and confidentiality

#### **Personnel (15%)**

- Foster a team and cross-organizational culture that is consistent with the organization's guiding principles and values
- Develop and maintain a diverse work force. Manage in ways that maximize the potential of all workers by assuring equitable, sensitive and respectful treatment by and toward all employees
- Promote the organization's racial justice, equity, and inclusion initiatives

- Provide staff with needed professional development: onboarding, guidance, supervision, support, training, professional growth, and performance assessment
- Ensure staff follow agency policies and procedures, as well as all paperwork, records, and documentation are maintained satisfactorily and consistently by all staff
- Conduct regular planning meetings with staff and team building / growth opportunities
- Manage personnel matters in a timely, thorough, and responsible manner, including employee concerns or complaints

#### **Administration (15%)**

- Participate in the organization's annual and strategic planning
- As a part of the leadership team, act as an internal consultant to bring attention and solutions to organizational priorities
- As it pertains to your department, partner with the finance team and executive director in annual budgeting and planning in alignment with organization's strategic plan and annual priorities; and provide oversight of M&E department budget
- Monitor, update and implement systems and procedures necessary for efficient and impactful operations and compliance with local, state, federal and funder financial requirements
- Communicate success and outcomes

#### **Qualifications**

- Bachelor of Science degree or higher in public health, demography, statistics, social sciences or related field or equivalent experience
- Minimum five years of work experience in monitoring and evaluating programs and projects with restricted and unrestricted funding streams, including county, state, federal contracts and private philanthropy for annual budget of \$5+M
- Proven expertise in quantitative and qualitative methodologies, operations research, health management information systems (HMIS), reporting, data quality assessments, data analysis and presentation
- M&E experience in homelessness, housing, BIPOC, LGBTQ+, and pregnant and parenting youth and the reporting systems of such (i.e. government portals, HMIS)
- Strong technical skills, including ability to process and analyze data using one or more statistical software packages as well as knowledge of client records management systems suitable to human services organizations
- Proficiency in Microsoft Office and Dynamics 365
- Demonstrated outstanding team leadership, strategic thinking, organizational, team-building, and representational skills
- Excellent skills in facilitation, team building, and coordination
- Excellent verbal, written interpersonal and presentation skills
- Ability to coach, mentor and develop technical capacity in projects and program staff

#### **To Apply**

Submit cover letter and resume to [resume@bridgeforyouth.org](mailto:resume@bridgeforyouth.org)

*The Bridge for Youth is an Equal Opportunity Employer committed to embracing diversity and individuality and opposed to practices which discriminate on basis of race, gender, sexual orientation, religion, handicap, disability, age, or nationality. We apply this policy of unbiased consideration not only to our employment practices, but also to any contractual opportunities. We are further committed to taking affirmative action to ensure these opportunities are accessible to individuals who meet the qualifications, and we encourage all interested parties to apply. EEO/AA.*