POSITION SCOPE:
The Compliance and Evaluation Manager is jointly responsible for government grant management, foundation and corporation grant reporting. This person also leads on the development of evaluation tools and oversees the administration of the evaluation process as well as managing the participant database. This position requires a person who has database management experience, strong writing skills, self-motivation, resourcefulness, and is extremely detail-oriented.

PRIMAR RESPONSIBILITIES:

Evaluation (35%)
- Collaborate with Director of Program Quality, Training and Assessment and Girls Inc. program staff in all aspects of Continuous Program Quality Assessment Model: logic model design, goal and objective setting, analysis of internal data collected, data collection tool design and administration, and yearly reporting to key stakeholders such as program staff, Board of Directors and Senior Leadership Team.
- Supports programs on understanding data and how to use data for program improvements and to respond to clients changing needs.
- Co-supervise summer evaluation interns to including recruiting, training, and supervising graduate level students to enter, analyze, and report on program data.
- Lead and submit the Annual Survey to Girls Inc. National
  Provide trainings on evaluation implementation, monthly reports submission and how to use the data once received.

Government Grants (25%)
- Coordinate grant compliance, ensuring timely submission of contracts, submission of quarterly reports, attending meetings and reporting calendar.
- Coordinate with Senior Directors to facilitate units of service meetings, monthly reporting meetings and attendance tracking.
- Training staff on writing and submitting monthly reports and attendance.

Foundation and Corporate Compliance (15%)
- Collaborate with grants team to provide data and information to support the submission of foundation and corporate grant reports;
- Support Senior Director with providing data and information to capture progress and outcomes of program.

Participant Database (15%)
- Oversee participant database contract to ensure updates and enhancements, as needed;
• Oversee database consultant to produce end of year agency-wide demographics;
• Produce and meet regularly with staff to develop reports to monitor progress.
• Assist in setting structure and systems with program staff to ensure timely, accurate, and complete entry of data.
• Train staff on the use of the database
• Develops and prepares internal reports of status, progress and outcomes of evaluation activities;

**Alumni (10%)**
• In collaboration with other departments use a database to manage and track the alumni.
• Support the development of monthly communications to the alumnae network.
• Design surveys and analyze the results and findings of the surveys to provide learning opportunities for current program.

**ESSENTIAL KNOWLEDGE AND SKILL REQUIREMENTS**
• A minimum of two years of Database Management and Data Analysis experience
• One year experience of Data Evaluation Report writing
• Ability to work collaboratively and skilled in building relationships with peers and teams.
• Strong visual, and written communication.
• Understanding of issues related to girls, youth development, mental health, family services, or willingness to learn.
• Ability to work collaboratively and inter-departmentally on grant reports.
• Ability to work independently and demonstrated skills in time management and project management.
• Proficient in Microsoft Word, EXCEL, database spreadsheets, and Internet research.
• Experience with Raiser’s Edge and Cityspan/Youth Services online database desired.
• Willingness to occasionally work evenings.
• Background clearance from the Department of Justice.
• Ability to travel to site visits and funder meetings, as needed.
• Bachelor’s Degree required.

**BENEFITS:** Employer pays standard medical plan, Basic Life AD&D insurance, sick time, and paid holidays.

**OTHER BENEFITS AVAILABLE:** Optional dental and vision plans available at employee’s expense, ability to participate in the 403(B), Health and Dependent Care Flexible Savings Account.

**TO APPLY:** E-mail your resume and cover letter to: rgriffin@girlsinc-alameda.org and cclendinen@girlsinc-alameda.org

Girls Inc. of Alameda County is an Affirmative Action/Equal Opportunity Employer.