



Data, Evaluation and Research Manager

The Memphis Music Initiative (MMI) promotes youth development through transformative music engagement, creating equitable opportunities for black and brown youth in Memphis.

We invest in two ways: through direct programs that connect youth to high-quality in-school, after-school and summertime opportunities, and by providing funding and resources to advance organizations working with young people.

MMI has three signature programs to execute our vision. MMI Works creates paid summer opportunities for youth to work at music and arts organizations and offers equitable access to career training and professional/personal development. We employed 46 youth in 18 organizations in 2017, totaling over 21,000 hours of work and professional development for youth since our 2016 launch. In our Grantmaking and Capacity Building area, we invest to build strong and effective organizations through operational grant funding and supports that foster sustainability and improve program quality. MMI has invested just over \$1 million to nearly 20 music engagement nonprofits impacting well over 1,500 youth since its inception. We also offer our In-Schools music engagement program, which helps transform music classrooms into learning laboratories for personal development, growing student confidence and self-efficacy. MMI pairs professional musicians with more than 45 Memphis schools, impacting more than 4,000 students. Find out more about our work at www.memphismusicinitiative.org.

MMI is seeking a Data, Evaluation and Research Manager who can help us design data collection processes for our programs, lead the evaluation of that data to measure outputs, outcomes and impact, and communicate the findings to help the organization make data informed decisions. As MMI continues to understand where our assets are best used in the community to engage youth in meaningful music activities, we need a data-phile who will help us answer critical questions about the effectiveness of our efforts. The manager will also help us turn that data into a compelling narrative that tells the story behind the numbers. This is an opportunity to build a robust process that will shape the future of MMI's programs and strategies.

The manager will also help the organization stay abreast of the latest trends in the nonprofit and philanthropic sectors by regularly scanning resources for research/best practices and sharing that information across the organization. S/he will advise our program leaders on new approaches to equity, arts education, philanthropy, and youth development and will help the organization consider which approaches could help improve the effectiveness of our work.

This position is located in Memphis, TN. The manager will report to MMI's Chief Operating and Strategy Officer.

The Data, Evaluation and Research Manager will:

- Develop and implement thorough data collection systems and processes;
- Design methodologies and data collection protocols for performance and impact evaluations as well as indicator development and analysis;
- Lead the analysis of the data and create written and verbal reports for the organization;
- Work collaboratively with the Director, Development and other leaders to develop reports, presentations, talking points, and materials for external audiences to tell our unique direct services and philanthropic story;
- Explore and provide recommendations for innovative technologies and evaluation methodologies to streamline monitoring, evaluation and other program functions;
- Build partnerships and collaborations to participate in data aggregation to provide cross-sector and relevant research findings;
- Promote the advancement of a data-driven, test-and-learn culture throughout our organization;
- Understand and enforce privacy laws and standards related to data management;
- Prepare thoughtful and data-driven recommendations for the staff and board; write and deliver high-impact presentations, strategic plans, and research briefs;
- Research best practices in nonprofit and philanthropic sectors, and create strategies to integrate most relevant findings into our program activities;
- Serve as a thought partner to senior management team and board making data informed, strategic recommendations;
- Advise partner agencies on data collection, analysis and evaluation tools and basic methodologies.

Qualifications:

We are seeking a candidate with *specific experience* designing and implementing studies to assess effectiveness in a *nonprofit/social services setting*. Candidates without this experience will not be considered.

- A bachelor's degree in education, statistics, social work or related field required; A master's degree with a heavy emphasis on research methodologies or statistics is strongly preferred;
- At least 3-5 years of experience with both quantitative and qualitative statistical processing and analysis;
- Knowledge of major quantitative and qualitative monitoring methodologies and proven ability to design monitoring instrumentation tools;
- Experience in researching, implementing and managing data tools and procedures to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy;

- Understanding of how to build simple but robust measurement systems;
- Ability to demonstrate impact in a variety of different ways;
- Strong verbal and written communication skills; ability to explain complex quantitative and data concepts in straightforward manner; ability to create clear written reports;
- Interest and passion for social justice, equity, arts, and youth development work.

Interested and qualified candidates should submit a cover letter including salary requirements and examples of your experience designing/leading analysis, and resume to datamanager@memphisismusic.org by March 30; applications will be reviewed on a rolling basis.