Monitoring, Evaluation, Research and Learning Manager

DESCRIPTION

The Organization:
Refugee Solidarity Network protects the rights of people uprooted from their homes and strengthens the communities where they seek safety. In partnership with advocates and local stakeholders, we develop capacity in refugee host countries outside the U.S. and advance legal frameworks that uphold human rights. We believe the complexity of forced migration requires a flexible, collaborative response focused on achieving sustainable solutions.

Position:
The Monitoring, Evaluation, Research and Learning (MERL) Manager is responsible for developing and implementing an overall project M&E strategy and framework that will ensure timely information and feedback to project stakeholders; develop the ability of key decision makers to communicate and manage information effectively; and develop systems, protocols, and policies that facilitate communications between the project team and decision-makers. With the project team and stakeholder groups, s/he will plan for and conduct monitoring activities and ensure accurate and timely reporting to donors.

This position will report to the Executive Director and work in close collaboration with other US-based staff and additionally, with international partner office staff. RSN is a mission-driven organization and team members have opportunities to contribute to various aspects of organizational development and activity.

Candidates must be strong project managers with attention to detail. Proficiency in Google Docs, complex formatting in Microsoft Word and Microsoft Excel is important. Additionally, the candidate should have communication skills and a strong interest in refugees, migration, and human rights. Interest in and knowledge of international refugee law and current developments in the humanitarian aid field are a plus.

Responsibilities:

Monitoring and Evaluation
- Develop and maintain existing systems to monitor RSN projects both for internal program purposes and grant reporting.
- Oversee qualitative and quantitative data gathering, management and circulation for current projects.
- Oversee production of regular reports to donors and maintain the data flows necessary to produce reports.
- Gather data for final reporting deliverables, such as grant reports, by designing, conducting and/or overseeing in-depth data gathering methods such as interviews and focus groups.
- Analyze quantitative data using relevant statistical packages and data visualization tools to produce reports.

- Develop log frames and indicators for evaluations and impact assessments as necessary.

Research
- Conduct and/or supervise research, including desk and field research, as necessary for ongoing and prospective programming.
- Maintain internal registers of research sources and findings for later use and compilation.

Learning
- Lead integration of research, M&E findings, and other evidence into internal program learning.
- Provide training, coaching and other required capacity building in core MERL skills to others in order to successfully implement programmatic MERL plans.
- Develop organizational and project-based logic models for grant proposals and internal/external use.
- Develop and execute external learning opportunities as they become available, such as training materials, publications, and case studies.

Organizational Duties

- Develop and, as necessary, update organizational and programmatic theory of change documents to guide programming.
- Advise staff on program development using M&E data and provide usable data for analysis.
- Support development of new projects by integrating M&E perspective and understanding as it relates to data gathering responsibilities.
- Maintain M&E data for usage by staff in external outputs such as publications, awareness raising events, and advocacy opportunities.

Qualifications:

- Demonstrated ability in developing and implementing M&E systems and strategies that support program functioning, and goal achievement.
- Master's degree in a relevant discipline, or equivalent experience in the international development, international human rights, or nonprofit sector
- Demonstrated ability to develop and conduct robust assessments and evaluations and provide advice and guidance on the interpretation and application of data and findings.
- Demonstrated knowledge of information and communications technology and its application to performance monitoring and evaluation
- Flexibility to take on other duties as needed
- Ability to multitask and independently organize workflow
- Willing to travel 3-4 times a year
- Strong interest in program evaluation, global social justice and human rights
- Knowledge of the Turkish language is a plus, but not required
- Cultural sensitivity when working in international contexts

HOW TO APPLY

Please send your cover letter and resume to jobs@rsn.ngo

RSN is an equal opportunity employer that does not discriminate on the basis of sexual orientation, race, religion, gender, class or any other characteristic.

SALARY
Commensurate with experience.

BENEFITS
Medical, dental, and vision insurance options available with generous employer contribution.
Flexible time-off.