Job Announcement
Impact Manager

ABOUT US: The Miguel Contreras Foundation (MCF), a program partner of the Los Angeles County Federation of Labor, is a 501c (3) non-profit organization whose mission is to empower working Angelenos—especially women, immigrants, and communities of color—by advancing greater equity through access to good-quality jobs and livable communities.

POSITION DESCRIPTION: The Impact Manager plays a crucial role in measuring, managing, and enhancing the organization's impact. The Impact Manager drives the programmatic and administrative evaluation plans, processes, and tools to elevate insights that influence and advance equitable client and community outcomes by leading the organization's learning and evaluation activities. The Impact Manager is responsible for evaluating the effectiveness and impact of programs and limited administrative functions. The Impact Manager will also make recommendations to enhance programs and services and provide leadership to create a culture of equitable evaluation practice, learning, and continuous improvement. The Impact Manager will evaluate all programs to ensure they are effectively addressing the problem they aim to solve and continuously refine their approach for maximum impact.

Responsibilities

- Impact Measurement and Evaluation
  - Develop and implement systems and tools to measure the effectiveness and impact of the organization's programs.
  - Design metrics, KPIs, and evaluation frameworks to assess program outcomes.
  - Analyze qualitative and quantitative data to determine programs' success and identify areas for improvement.
- Data Collection and Management
  - Collect, manage, and analyze data related to the organization's activities, outputs, and outcomes.
  - Ensure data accuracy, integrity, and security.
  - Develop data collection tools such as surveys, interviews, and focus group
- Reporting and Communication
  - Prepare detailed impact reports for various stakeholders, including donors, board members, staff, and the community.
  - Communicate the organization's impact through various channels, such as annual reports, newsletters, social media, and presentations.
  - Provide evidence-based narratives that highlight the organization's achievements and challenges.
- Strategic Planning and Alignment
  - Collaborate with leadership to align programs and initiatives with the organization's mission and strategic goals.
  - Use impact data to inform strategic decisions, program design, and resource allocation.
  - Identify gaps and opportunities for improvement in existing programs and recommend new initiatives.
- Program Improvement
  - Provide actionable insights and recommendations for program enhancements based on impact data.
  - Work with program teams to implement changes that improve effectiveness and efficiency.
  - Monitor the implementation of recommended changes to ensure they lead to desired outcomes.

- Stakeholder Engagement
  - Engage with stakeholders, including beneficiaries, donors, and community partners, to gather feedback and understand their perspectives.
  - Facilitate focus groups, interviews, and surveys to collect input from the community served by the nonprofit.
  - Build and maintain relationships with key stakeholders to foster collaboration and support.
- Compliance and Ethical Standards
  - Ensure all impact measurement and reporting practices comply with legal, ethical, and organizational standards.
  - Maintain transparency in reporting and data usage.
  - Protect the privacy and confidentiality of data collected from beneficiaries and stakeholders.
- Innovation and Best Practices
  - Stay updated on industry trends, best practices, and emerging impact measurement and management methodologies.
  - Implement innovative approaches to enhance the organization's impact measurement capabilities.
  - Share knowledge and best practices with the organization and its partners to continuously improve impact.
- Resource Development
  - Assist in fundraising efforts by providing data and stories demonstrating the organization's impact on potential donors.
  - Collaborate with the development team to create compelling cases for support based on impact evidence.
  - Participate in grant writing and reporting, ensuring that impact data aligns with funder expectations.

SKILLS/KNOWLEDGE REQUIRED: Our ideal candidate is a proven leader passionate about intersectional social justice and creating economic opportunities for underserved workers in Los Angeles.
- Educational Qualifications
  - Required Bachelor's Degree: In a relevant field, such as social sciences, public administration, nonprofit management, statistics, data analysis, or a related discipline.
  - Preferred: A master's Degree in a relevant field, such as public policy, social work, or business administration, can be highly advantageous.
- Professional Experience
  - Required: 3-5 years of experience in impact measurement, program evaluation, data analysis, or a related role within a nonprofit or social enterprise
  - Nonprofit Sector Experience: Familiarity with the nonprofit sector and an understanding of its unique challenges and opportunities
  - Project Management: Experience in managing projects, including planning, executing, and assessing the outcomes of nonprofit programs
- Skills and Competencies
  - Analytical Skills: Strong analytical skills to interpret data, assess program effectiveness, and make data-driven decisions.
  - Data Management and Analysis: Proficiency in data collection, management, and analysis tools **such as Excel, SPSS, R, or other relevant software**.
  - Research Skills: Ability to design and conduct research, including surveys, interviews, and focus groups.
  - Communication Skills: Excellent written and verbal communication skills to create reports,

presentations, and other materials for various stakeholders.
- ○ Attention to Detail: High accuracy and attention to detail in data analysis and reporting.
- ○ Strategic Thinking: Ability to link impact measurement with organizational strategy and make recommendations aligning with the nonprofit's mission and goals.
- ○ Problem-Solving: Strong problem-solving skills to address challenges in program implementation and impact measurement.
- ○ Survey Tools: Experience using survey tools like SurveyMonkey, Qualtrics, or Google Forms for data collection
- Personal Attributes
  - ○ Mission-Driven: A strong commitment to the nonprofit's mission and values.
  - ○ Curiosity and Innovation: A proactive attitude toward learning new methodologies and improving existing processes.
  - ○ Collaboration: Ability to work well in a team and collaborate with various stakeholders, including program staff, leadership, and external partners.
  - ○ Ethical Standards: Strong ethics, particularly in handling sensitive data and ensuring transparency in reporting

Benefits of Employment
MCF is a leader in providing equitable salaries and benefits and a supportive working environment that fosters the long-term leadership development of its team members.
- Starting at $85,000(commensurate with experience)
- Generous Medical/Dental/Vision/Retirement Benefits/Life/Disability
- Generous Paid Time Off/Family Leave
- $1,850/year car insurance/car repair stipend
- $500/month transportation stipend
- $120/month technology stipend

It is the policy of the Miguel Contreras Foundation to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status about public assistance, veteran status, or any other characteristic protected by federal, state or local law.

To Apply: Please send your cover letter, required and resume, required to:
al@miguelcontrerasfoundation.org, with the subject "Impact Manager"