

EVALUATION PROGRAM MANAGER

POSITION DESCRIPTION

The Evaluation Program Manager provides strategic guidance to the evaluation team and is a key member of Apex Administration. This position is responsible for overseeing our entire portfolio of evaluation projects, through support and supervision of evaluation staff. The Evaluation Program Manager ensures consistent delivery of our [Apex Blend](#) across all projects, co-creating guiding documents and supporting resources, training staff and maintaining understanding of project progress. The Evaluation Program Manager holds accountability and understanding of all of our evaluation projects, as well as oversees the evaluation team by providing management, mentorship, and support.

PRIMARY OBJECTIVES

This position is a cross-departmental, internal- and external- facing member of the evaluation team and reports to the Chief Operations Officer. This position supports multiple projects and receives tasks from multiple sources, including internal and external stakeholders. This position serves as direct supervisor to all evaluation staff.

- Provide strategic guidance and technical expertise on all aspects of evaluation, including strengthening Apex's methodology
- Lead evaluation staff as they implement their portfolio of projects, staying up to date on project progress, providing guidance on best practices and ensuring consistent application of the Apex Blend across projects
- Provide support, guidance and development around professional craft, best practices, and standards
- Manage evaluation team members, including oversight of workload and accountability for task completion
- Serve as a member of the Apex Administration team, providing updates on priorities, progress, and challenges and serving as the leader for the evaluation team

MAJOR AREAS OF RESPONSIBILITY & SPECIFIC RESPONSIBILITIES

- Strengthening Apex methodology

- Develop comprehensive understanding of how to implement the Apex Blend which includes: utilization-focused evaluation, developmental evaluation, principles-focused evaluation, equitable evaluation, systems thinking, and communications science (data visualization, plain language, and framing science)
- Co-create training tools and resources (templates, guiding documents, etc.) for evaluation staff to implement the Apex Blend consistently across all projects
- Oversee the development, implementation, and continual revision of an equitable evaluation guide - a framework for designing, starting, and completing projects using the Apex Blend
- Ensure evaluation staff continuously develop and improve upon our vision of equitable evaluation, systems thinking, and communication science and how to execute that vision and document it in a final product
- Ensure evaluation staff continuously develop and improve upon ways to use utilization-focused principles to design their projects from the beginning
- Support business development efforts by making sure each Apex Blend element explicitly appears in each proposal we offer potential clients; drafting and editing proposals; and coordinating feedback from the evaluation team
- Create standard templates for different kinds of products (slide decks, infographics, issue briefs, etc.), that will have consistently branded design elements and consistent ways of framing equity and systems-learning lenses, so that we can plug in findings from a variety of projects
- Projects
 - Support and guide development of logic models, theories of change, and evaluation plans with attention to community input, using a systems thinking approach
 - Provide guidance on development of data collection instruments such as surveys, interview or focus group protocols, and observation forms
 - Serve as secondary point of contact for project partners/clients as support to project team members
 - Oversee data collection, coding, and analysis processes, providing insight and best practices and offering suggestions and support
 - Support the evaluation team in complex technical and quantitative data analyses
 - Ensure consistent delivery of the Apex Blend and Apex branding - including data visualization best practices - across deliverables for all projects
 - Co-author evaluation reports, presentations, and new business proposals
- Management and Administration
 - Oversee workload for evaluation team using online project management software

and support accountability processes for team

- Conduct regular check-in meetings with direct reports
- Participate in administration team meetings, contributing perspective, uplifting ideas from evaluation team, and sharing potential impact of decisions
- Communicate with evaluation team to foster collaboration, share cross-project learning and skills, and keep informed of organizational updates
- Coordinate with evaluation team to get feedback on proposals, including proposed project activities, timelines, and allotted time for completion

SKILLS & COMPETENCIES

- Develops and maintains positive interpersonal relationships with stakeholders for various projects
- Motivates and maintains team dynamic, including support for individual professional growth
- Diplomatically establishes and maintains positive, professional interpersonal relationships through a variety of communication mediums
- Experience managing multiple staff in a remote environment
- Strong desire to learn and adapt
- Ability to work independently and as part of a collaborative team
- Knowledge of program evaluation approaches and research methods
- Experience collecting, analyzing, and reporting quantitative and qualitative data
- Proven ability to facilitate meaningful conversations with a variety of audiences while exhibiting cultural sensitivity and humility
- Comfortable learning and using new technology
- Understanding and application of equity-centered evaluation approaches
- Education and content knowledge in public health and health equity are highly desired

EXPERIENCE

Candidates should possess sufficient training to use the necessary software programs to execute the areas of responsibility and specific tasks listed above. This training would most likely come from a master's degree or PhD in evaluation or a related field, or in some cases it could come from stand-alone online courses.

Candidates must have experience executing the areas of responsibility and specific tasks listed above. This experience can come from class assignments, volunteer opportunities, or on-the-job experiences. The ideal candidate will have experience executing these tasks in multiple projects or settings as well as experience managing multiple staff and projects concurrently, in multiple settings.

Candidates will be prescreened based on the following:

1. United States residency is required
2. At least three years experience managing multi-disciplinary teams
3. At least three years experience managing stakeholder relationships
4. At least three years experience developing evaluation plans and overseeing data collection

CORE VALUES

Our core values shape our approach to our colleagues and partners. These values are learning, collaboration, excellence, equity, innovation, and leadership. Apex employees are expected to practice kindness and optimism; curious intelligence; work ethic; empathy; self-awareness; and integrity. Systems thinking is a part of our culture, which approaches problems using distinctions, systems, relationships, and perspectives (DSRP). This method of thinking is central to the way we approach our work at Apex. Knowledge of systems thinking is not a prerequisite for hire, and employees will receive ongoing training in this method of problem solving.

Apex Evaluation is an active Equal Employment Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All employment decisions shall be made without regard to age, race, creed, color, religion, sex, national origin, ancestry, disability status, veteran status, sexual orientation, gender identity or expression, or genetics.

COMPENSATION & BENEFITS

- This full-time position starts at \$100,000 annually.
- Apex practices a four-day, 32-hour work week as full-time status.
- Vacation and holiday paid time off (PTO) are included.
- Other benefits available after a 60-day wait period include enrollment in a Simple IRA retirement plan with matching percentage contribution of up to 3% from the company, as well as health insurance options. Questions regarding eligibility may be directed to careers@apexeval.org.

LOCATION

Apex Evaluation is a fully remote organization based in Albuquerque, NM.

CONTACT US

To apply, complete our [Employment Application Form](#). Questions regarding this position may be directed to careers@apexeval.org.

Candidates should prepare to participate in two rounds of virtual interviews. Interviews will include the role's immediate supervisor as well as additional Apex staff. After initial application, most candidates can expect a decision within a month on whether Apex will advance their candidacy to an interview. Decision time frames will be discussed in further detail during a candidate's first interview.