

Manager of Evaluation and Development
Full Circle of Lake County, Inc.
Posted: July 20th, 2018

Salary: \$36,000-\$41,000, based on experience

Hours: 35-40 hours per week (100% FTE)

Reports to: Executive Director

Full Circle of Lake County is looking for a *Manager of Evaluation and Development* to join our team. The position will be split with 50% FTE spent on evaluation and 50% FTE spent on development/ fundraising. The overall goal of the evaluation position is to develop a comprehensive agency-wide evaluation plan that allows Full Circle of Lake County to examine the impact and effectiveness of the prevention programs currently offered, in order to build a sustainable, evidence-based platform for moving forward. The goal of the development position is to manage donor data and relationships and pursue financial sustainability for the organization through a combination of grant writing and management, fundraising strategies, and community partnerships. This position will inform Full Circle's immediate and long term plans by providing the ability to make data-driven decisions to support how Full Circle's prevention services can continue to best support youth and families in Lake County.

Evaluation Duties (50% FTE)

- Work with Executive Director to develop and implement agency-wide evaluation plan (18 month-grant)
- Partner with local and state organizations to align evaluation efforts and pursue shared outcomes
- Work closely with program staff to design program-specific evaluation tools
- Develop data collection plan for stakeholder engagement, based on CDC's Program Evaluation Framework
- Design data collection tools including surveys, focus group guides, & key informant interviews
- Manage consultant contracts and scopes of work
- Develop dissemination materials including reports, presentations, and infographics
- Other duties, as assigned

Development Duties (50% FTE)

- Develop queryable donor database and tracking system
- Analyze donor data and present to Board of Directors quarterly
- Work closely with Office Manager to ensure all donations and grants are accounted for
- Maintain relationships with donors and funders
- Pursue funding opportunities including direct-ask donations, fundraising events, and grant writing
- Manage grant calendar and ensure all deadlines are met
- Partner with Board of Directors Fundraising Committee
- Write grant reports
- Supervise Americorps VISTA position

Our ideal candidate will have the following attributes:

Required experience

- Strong writing skills (a writing sample will be required)
- Strong data analysis skills
- Fundraising experience, including grant writing
- Ability to travel statewide for trainings/meetings about 4 times per year
- Experience working with diverse populations

Preferred experience

- Program evaluation
- Public health/prevention education and training
- Project management
- Meeting facilitation and coordination
- Data collection tool development
- Database management
- Written and verbal fluency in English and Spanish

To apply

We will review applications beginning July 25th, and continue until position is filled. For questions, or to apply for the position, please send a resume and cover letter to Stephanie Cole at stephanie@fullcircleleadville.org

Policy of Non-Discrimination

Full Circle of Lake County, Inc. follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations and marital status. This policy also applies to internal promotions, training, opportunities for advancement, terminations, outside vendors, members and customers, service clients, use of contractors and consultants, and dealings with the general public.

The Organization

Voted the "Best Nonprofit in Leadville" in 2017 by the Leadville Herald Democrat, Full Circle of Lake County is a well-established non-profit located in Leadville, CO. For 27 years Full Circle has worked to foster healthy relationships amongst youth and families in our community through a variety of programs including: Mentoring, Outdoor Leadership, Drug, Alcohol & Violence Prevention, After-school Activities, Family Leadership Training Institute, Parent Education and Health Equity.