

# UNCORNERED

## Data, Evaluation, and Learning Manager

*This is a full-time position - flexible location.*

### About Uncornered

**Uncornered** is looking for highly motivated, resourceful, and talented individuals to join our growing team and movement. We are a Boston-based nonprofit leader in gang-intervention and violence reduction. Uncornered was created to unlock the potential of Core Influencers (active and former individuals driving violence) to end community violence and generational urban poverty. These leaders have the brilliance, proximity and credibility to end violence in their communities. We support Core Influencers to use their influence, leadership abilities and networks to shift social norms in their crews (sets/gangs/groups) — decreasing crime and increasing opportunity for all. Uncornered utilizes an approach that combines the credibility and trust of community-based mentors, the scaffold of high expectations, and the stability of financial support to provide support, time, and space for Core Influencers to heal, learn, grow, lead and succeed.

Uncornered is poised to be a national model to use education to redirect the entrepreneurial, networking and leadership skills of gang members from violence (and recidivism) to drive positive change that shifts social norms in our neighborhoods – *empowering Core Influencers to become the solution to the chronic cycles of violence and poverty in our communities.*

### THE OPPORTUNITY - Data, Evaluation and Learning Manager (DELM)

Uncornered is committed to understanding, gaining insight and learning about the unique strengths, concerns, challenges and dreams of a community and its residents. The DELM is responsible for driving all data collection, monitoring, and impact activities to deepen our learning across our Uncornered network. The data and outcomes focused work supports continuous learning and improvement within Uncornered, as well as, is instrumental in communicating and sharing our impact and practices externally to further the Uncornered movement. A team player and connector, the person in this role is able to support and lead new projects quickly, think creatively, foster collaboration among and connect with those committed to this work.

The DELM can support or flex into new projects quickly, think creatively, and manage day-to-day tasks to meet department and organizational goals. You will be most successful in the role if you are mission-driven, entrepreneurial, curious, and solutions-oriented with a desire to work in an organization committed to equity, community as well as strategic change and growth.

The roles and responsibilities outlined below are dynamic and a general framework of the DELM's work. We believe each person brings unique capabilities, perspectives and experience to the work which will help define priorities and contributions.

### ROLES AND RESPONSIBILITIES

Roles	Responsibilities
<b>Data Administrator</b>	<ul style="list-style-type: none"><li>● Oversee and coordinate accurate and timely data collection and entry with staff.</li><li>● Monitor, track and maintain all relevant data using Uncornered's data management system.</li><li>● Ensure data is current, accurate, and easily accessible.</li></ul>

<b>Reporter</b>	<ul style="list-style-type: none"> <li>● Prepare data analysis, visualizations, and reports in collaboration with Uncornered’s evaluation and learning team for strategic planning</li> <li>● Manage data for all applicable grant reporting processes</li> <li>● Communicate relevant information to applicable community stakeholders to contribute to building an Uncornered movement</li> </ul>
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<b>Roles</b>	<b>Responsibilities</b>
<b>Capacity Builder</b>	<ul style="list-style-type: none"> <li>● Build internal capacity to support the development of a learning and data-driven culture.</li> <li>● Lead teams in the collection, interpretation, and utilization of data and information into actionable learning insights and quality improvement.</li> <li>● Strengthen policies and procedures to ensure the healthy functioning of an organization-wide data system (tools, collection, management, analysis, dissemination) to ensure quality and timeliness.</li> <li>● Provide coaching, training, and support to staff on the value of data, it’s use and analysis.</li> </ul>
<b>Research and Design</b>	<ul style="list-style-type: none"> <li>● Serve as thought partner and evidence-building lead to Chief Evaluation &amp; Learning Officer and Uncornered Leadership.</li> <li>● Complete research to support the Uncornered Theory of Change and/or build awareness of the issues/problems the Theory of Change is trying to solve.</li> <li>● Lead and support internal and external research by serving as a project and stakeholder manager.</li> <li>● Develop research reports to support Uncornered’s work.</li> </ul>
<b>Constituent Feedback</b>	<ul style="list-style-type: none"> <li>● Lead the development and implementation of feedback systems from organization stakeholders: staff, participants, external partners</li> <li>● Ensure the utilization of these systems to enhance organization learning, decision-making, and improvement</li> </ul>

**QUALIFICATIONS AND EXPERIENCE**

There are innumerable ways to learn, grow and excel professionally. We respect this when we review applications and take a broad look at the experience of each applicant. We want to get to know you and the unique strengths you will bring to the work. We are most likely to be interested in your candidacy if you can demonstrate many of the qualifications and experiences listed below.

- Bachelor’s degree required; Master’s degree preferred  
Relevant degrees may include, but are not limited to, humanities and the social sciences, computer science, public policy, criminology, or economics with a strong emphasis on statistics or program evaluation
- Previous experience with research, program evaluation, data entry, analysis, and reporting required
- Previous experience using data systems; Salesforce, Statistical software (SPSS, STATA, R) and/or visualization tools such as Tableau helpful
- Exceptional analytical and problem-solving abilities
- Very comfortable learning new technology

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- Excellent interpersonal skills; able to work with a range of staff across different programs, teams, and levels (from direct service staff to organization leadership)
- Excellent written and verbal communication
- Flexible and highly adaptive in the face of shifting priorities and deadlines
- Works well independently and as part of a team
- Able to set your personal deadlines and goals and self-manage projects
- Action-oriented and adaptable problem-solver with the ability to exercise professional judgment to find solutions to problems as they arise
- Experience and desire to work in a mission driven organization undergoing organizational change and growth

**PREFERRED START DATE:** November 2023

**COMPENSATION AND BENEFITS**

Uncornered is an Equal Opportunity Employer and offers a competitive benefits package including medical, dental and vision plans, Flexible Spending Accounts (FSA), unlimited paid time off and tuition scholarship opportunities.

Compensation is \$60,000 - \$70,000

**REQUIREMENTS**

- *This position requires travel in the US (approximately 40-60% depending on location).*

If interested, please forward your cover letter and resume to [denette@uncornered.org](mailto:denette@uncornered.org)