



Improvement and Impact Manager

Youth Development Resource Center

A unit of the Forum for Youth Investment

TITLE: Improvement and Impact Manager

SUPERVISOR:

PURPOSE: The Youth Development Resource Center seeks a full-time Improvement and Impact Manager. The Improvement and Impact Manager will manage YDRC's portfolio of youth development program providers participating in the Acting with Data Learning Community, where providers measure and improve quality and impact on youth outcomes with best-in-class data tools and workshops. This position will be based at the Youth Development Resource Center's office in Detroit, MI and will be a 100% FTE appointment.

Organization

The **Youth Development Resource Center** (YDRC) in Detroit supports a network of Detroit-area youth development providers to strengthen their individual and collective impact on youth through shared measurement, continuous quality improvement, professional development and advocacy. For more information visit www.detroitydr.org.

The Youth Development Resource Center is a Detroit-based affiliate of the Forum for Youth Investment. Celebrating its 20th anniversary, **the Forum for Youth Investment** is a national nonprofit, nonpartisan "action tank" committed to changing the odds that all children and youth are ready for college, work and life. It provides ideas, services and networks that leaders need in order to make more intentional decisions that are good for young people. The Forum helps leaders increase their capacity to more effectively make the case for and manage the collaborative efforts that are needed to change the odds for youth; improve the alignment and appropriateness of child and youth policy agendas and investments; and strengthen programs' and practitioners' capacity to create environments in which youth thrive, across all the systems and settings where young people spend time. For more information visit www.forumfyi.org.

Position Description

A. Network, Quality Improvement/Professional Development System, and Youth Development System-Building:

- Build and nurture a network of provider partners engaged in the Acting with Data Learning Community.
- Build a community of practice that results in continuous quality improvement for Detroit youth development programs.
- Oversee and coach cohorts of quality coach assessors and trainers to expand quality improvement and professional development delivery capacity thereby ensuring the quality and impact of contracted assessors, coaches and trainers.
- Provide technical and program improvement advice to youth development stakeholders in Detroit.
- Support the Network and Operations Manager with planning and executing the network and professional development events.

B. Measurement and Data Management:

- Represent and act as lead contact for YDRC's Acting with Data Learning Community and summer learning program improvement work.
- Oversee internal evaluation.
- Act as liaison to funder-identified external evaluators.
- Ensure data quality and oversee data entry, analysis and management.
- Generate data reports for providers and external stakeholders.

- Co-lead the planning for a citywide attendance tracking data system with the Executive Director and support organizations to use the data system.
- Ensure quality and timeliness of data management and coordination carried out by the Improvement and Impact Fellow and contractors.

C. Fundraising and Financial Management:

- Support relationship development with private/public funders as called upon by the Executive Director.
- Assist with grant writing, reporting, as well as contracts associated with key programmatic strategies, particularly calculating key performance metrics.

D. Supervision/Personnel/Contract management:

- Supervise Improvement and Impact Fellow in data management and coordination activities.
- Manage contracts with local and national partners, in coordination with the Network & Operations Manager.

E. Manage operational goals and objectives:

- Manage implementation of capacity-building programs to meet goals/objectives.
- Lead engagement/input sessions with appropriate network partners during this process.

F. Communications:

- Assist with YDRC's brand and communications strategy, including curating stories and content from the network and national best practice for social media, website and newsletter.

G. Other duties as assigned

Performance/Character Requirements

The successful applicant will be a professional in the social work, human development and/or evaluation fields with a mix of experiences in any or all of the following domains: managing projects and/or systems, training and technical assistance, performance management, consulting, and research and evaluation. Perhaps most importantly, the candidate will have an authentic commitment to supporting youth-serving professionals and organizations in an under-resourced community and have a knack for connecting research to practice. The candidate must believe that shared measurement, professional development training, and technical assistance can help to improve the quality of afterschool and summer learning services. Initiative, intellectual curiosity, creativity, reliability, flexibility, discretion, thoroughness, accuracy and a commitment to YDRC's mission are critical. Regular local travel is required and national travel is approximately 5% time (subject to change depending on organizational needs).

Qualifications

EXPERTISE/SKILLS REQUIREMENTS:

The successful candidate will have most of the following qualifications:

The Improvement and Impact Manager will be thoroughly committed to the Youth Development Resource Center's mission. All candidates should have proven program leadership, coaching, data management, and relationship management experience.

Specific requirements include:

- Bachelor's degree required. Advanced degree desirable, such as a Masters Degree in social work, education, youth development, evaluation, nonprofit management or related field.
- At least 5 years of experience in the youth development/afterschool sector, with at least 1-2 years as a youth program manager.
- At least 1-2 years leading or participating in a program evaluation team. Specialized skills/training in program evaluation desirable. Experience with HighScope, the Youth Program Quality Intervention (YPQI) or certification as a Youth Methods/Youth Work Management Trainer and Youth Program Quality Assessor are desirable.
- Experience with staff and/or contractor supervision or coaching.
- Ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth.

- Unwavering commitment to quality programs, active learning, participatory evaluation, youth voice and engagement and data-driven program improvement.
- Excellence in organizational management with the ability to coach staff, manage and develop high-performance teams.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Efficient use of project management and data management technology (i.e., Google Drive, Excel, Word, Google Calendar, Doodle polls, Scores Reporter, Survey Monkey/Qualtrics, etc.).
- Action-oriented, entrepreneurial, adaptable, and innovative approach to program planning.
- Ability to work effectively in collaboration with diverse groups of people.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.

Working Environment

Flexibility is required to adapt to the dynamic work environment of a small but growing non-profit team that has an expanding portfolio of youth development program and foundation clients. The climate is informal but mission-driven. Excellence is valued in every position.

Position & Compensation

YDRC is an affiliate of the Forum for Youth Investment. Salaries at the Forum are competitive with comparable non-profit organizations in the region and will be based upon experience and expertise. Salary range, duties and responsibilities of this position meets the requirements of Section 13 (a) (1) of the Fair Labor Standards Act and therefore qualifies as an "exempt" position.

To Apply

Send a cover letter and resume to: Kim Johnson, Operations and Network Manager, Youth Development Resource Center, kim@detroitydr.org. Resume review will begin January 2nd, 2019, and applicants will be considered on a rolling basis. If your application is selected for an interview, you will be contacted directly. No telephone calls or inquiry emails, please.

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The Forum for Youth Investment is committed to creating a diverse work environment and is proud to be an Equal Opportunity Employer and drug-free workplace, and to comply with ADA regulations as applicable. All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, severe/morbid obesity, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws. We encourage individuals of all backgrounds to apply. If you are a qualified candidate with a disability, please email us at jobs@forumfyi.org if you require a reasonable accommodation to complete your application.