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To apply, go to <https://www.heifer.org/about-heifer/careers/view-all-jobs.html>.

FUNCTION

Responsible for managing high quality data that corresponds to Heifer's Accelerate focus areas including demand-driven market development, entrepreneurship, access to capital and technology, and strategic private sector partnerships that build on Heifer's foundation of social capital and will ultimately reach the living income benchmarks as set by the organization. Accountable for leading the design, implementation, roll-out and maintenance of Heifer's program management system that incorporates project planning, monitoring, and performance functions towards reaching and sustaining living income while integrating standard monitoring and evaluation business functions and practices in Accelerate focus areas across area teams. Ensuring integrity of business functions and providing training, mentorship and support to team members to carry out functions in a highly professional and effective manner. Lead process of goal setting for evaluation and research criteria and manage annual research and evaluation agenda towards positioning heifer for both reaching and surpassing living income wages for all beneficiaries and future donor funding opportunities including metrics specific to Heifer's accelerate focus areas.

ESSENTIAL CHARACTER TRAITS:

Self-starter, stellar communication skills, collaborative, creative thinker, organized, effective at building long-distance management relationships, and realistic with timelines and deliverables.

RESPONSIBILITIES AND DELIVERABLES

(Including approximate percentage effort)

Lead consolidation of current monitoring, evaluation, and learning tools, identifying gaps and finalizing a full set of business practices that support interventions leading to living income wages for farmers, for roll out to all HQ and field teams for standard M&E implementation procedures organization-wide. (20%)

Deliverables:

- Documented monitoring, evaluation, and learning business processes according to industry standards with 100% of field teams implementing accordingly.
- Developed and effectively implemented monitoring tools by field teams, which includes a focus on monitoring interventions concerning living income benchmarks, social capital, value chain development, strengthening agri-businesses, utilization of capital and technologies, and private sector engagements with a clearly defined process for course corrections when data is not in-line with expected results.
- Completed timely and high quality baseline, progress reporting, and final evaluation documentation for each Heifer project.

Develop and provide future oversight to on-line system for standard program management business practices including activities, monitoring progress and milestones for Heifer's Accelerate activities, analyzing impacts and full integration of global set of indicators. (30%)

Deliverables:

- Launched an effective program management system that includes the full spectrum of monitoring and evaluation functions with strict monitoring of living income measurements and accelerate focus areas.
- Maintained program management system up-to-date with Heifer growth and across HQ department needs reviewing and updating the system at a minimum

- of once per year.

Develop success measures and indicators including output, outcome, and impact levels in coordination with field teams with templates and tools to monitor and report on a regular basis. (20%)

Deliverables:

- Developed impact indicators for accelerate focus areas and either newly won projects or proposals that are tailored to different funding streams.
- Documented project data that meets high quality reporting standards on monthly, quarterly and yearly basis depending on the data collected and what is designated in the agreed upon business processes..
- Developed training curriculum on how to develop appropriate M&E indicators and what a performance management plan would entail to track them properly.

Build organizational capacity in the field and across departments to up-grade the M&E functions to include areas Heifer is developing. (20%)

Deliverables:

- Ensured that HQ and field teams own and implement standard business practices within all monitoring, evaluation, and learning roles.
- Ensured that each regional field-based monitoring, evaluation, learning and systems staff effectively provide service to field teams by soliciting feedback from the field and HQ teams bi-annually at a minimum.
- Developed internal capacity to participate in industry-led forums and think tanks concerning monitoring and evaluation systems and its growth industry-wide including Heifer's living income benchmarks and thought leadership in Accelerate focus areas.

Manage the strategic integration of evaluation and research for projects and organizational thought leadership needs to position the organization well within the development industry. (10%)

Deliverables:

- Developed thematic areas to evaluate and research that will place Heifer as a thought leader in the industry.
- Presented Heifer's work and impacts at strategically defined workshops at a minimum of twice annually.
- Cultivated relationships with research, evaluation institutes and learning labs and capitalize on internal learning and learning from others within the industry.
- Provided specific data to support fundraisers and other organization-wide initiatives including data analysis and packaging

Minimum Requirements:

Master's Degree in International Development, Social Science or a related field.

10-12 years' job-related experience with 6 – 8 years in management roles.

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Most Critical Proficiencies:

1. Well-grounded in the discipline of project monitoring and evaluation, quantitative and qualitative data capture and representation methodologies, applied project management practices in international development.
2. Proven ability to build capacity in junior staff levels in monitoring and evaluation business standards.
3. Proven ability to manage staff who are based in foreign countries and service large international teams.
4. Evidence of strong leadership skills and proven collaborative skills in project management, monitoring and evaluation across the organization from field to global levels.
5. Demonstrated ability to get things done when working across the organization – taking a pragmatic approach and applying influence when working outside of formal authority.
6. Ability to focus, prioritize, and deflect distractions in a fast-paced, dynamic environment.
7. Systems – thinking, a demonstrated ability to operate in complex environments, with multiple developments, and manage for actions and unintended consequences by employing feedback mechanisms and review processes.
8. Confident in and experience with the use of technology in development.
9. Knowledgeable of current and emerging ideas, research and developments in the field of international development and a commitment to continuous learning and development.
10. Fluency in English required and ability to travel to field sites.

Essential Job Functions and Physical Demands:

1. Constant face-to-face, telephone and electronic communication with colleagues and the public.
2. May require constant sitting and moving; working at a computer for extended periods.
3. Ability to assign and review the work of direct reports, as well as motivate and engage team members.
4. Willingness and ability to work outside of normal business hours.
5. Willingness and ability to travel domestically and internationally as needed.
6. Ability to work with sensitive information and to maintain confidentiality.
7. Ability to work in a culturally diverse and global setting