



## Evaluation Manager

### Position Overview

The Evaluation Manager is responsible for identifying, prioritizing, and implementing tracking, evaluation, and outcome needs for all Fishing Partnership programs. The Evaluation Manager maintains the Fishing Partnership evaluation database, coordinates and monitors data collection; designs and runs weekly, monthly, quarterly, and ad hoc reports; conducts analyses; and collaborates with external researchers on occasion. The position involves detailed data tracking and reporting management as well as bigger-picture evaluation strategy and thinking. This is a full-time exempt position with the potential for growth as our organization builds over the next few years. This position reports to the Vice President, with support from an evaluation consultant.

### Essential Job Functions

- Design, modify, and coordinate the administration of data collection instruments, including a Salesforce database that is used by field staff on an ongoing basis, surveys and forms from events
- Monitor data quality and completeness and identify data gaps
- Work with FP staff to design, modify, and update effective reports and charts for organizational needs with an emphasis on meeting deadlines (e.g., grants, progress monitoring, reports to funders, staff data reviews)
- Analyze and summarize results for board, staff, and funders
- Provide training and technical assistance to FP staff and interns on use of evaluation tools and systems
- Assist in developing outcomes reporting language, including language that integrates/leverages relevant external research
- Build and maintain an ongoing feedback loop with FP program staff
- Prepare data sets for external research partners and participate in evaluation planning and coordination
- Assist with in-person qualitative data collection as needed, such as conducting focus groups, interviews, or observations; code and summarize results
- Other duties as assigned by supervisor

### Qualifications

Bachelor's degree in a social science, public policy, public health, social work, or related field that includes background in research and evaluation, outcome measurement, or statistics, and 2-3 years of professional experience, ideally working within a nonprofit. The Evaluation Manager must have strong database (preferably Salesforce), technology and data visualization skills. In addition, he/she must have strong interpersonal, oral, and written communication skills, with excellent attention to detail. A successful candidate will be resourceful and analytical as well as a problem solver who can offer solutions to challenges. Position may require local travel and attendance at events/activities on occasional evenings and/or weekends.

The position is full-time and comes with a generous benefits package.

Please submit cover letter and resume to:  
Fishing Partnership Support Services, 30 Chestnut Avenue, Suite 2, Burlington, MA 01803  
RE: Evaluation Manager  
Email: [aathos@fishingpartnership.org](mailto:aathos@fishingpartnership.org)