POSITION DESCRIPTION

Senior Manager, Monitoring, Evaluation and Learning (MEL)

NIA TERO
Nia Tero is a nonprofit organization established in 2017 with the mission to work in solidarity with Indigenous Peoples who sustain thriving territories and cultures to strengthen guardianship of Earth and all beings. We believe that if place-anchored people are thriving, the places that are key for all humanity will thrive as well. For this reason, we seek to work with Indigenous peoples and local communities that share a collective territory. Specifically, we seek partners with a vision for the future that maintains living connections to place and culture and sustains intergenerational anchoring in remarkable ecosystems. We aim to partner with them in the long term to support their work towards accomplishing their vision. Nia Tero is in a start-up phase seeking candidates and partners who thrive in a dynamic environment and are flexible as the organization grows and scales.

SUMMARY
Nia Tero is seeking an experienced and highly skilled individual to join the organization as Senior Manager of Nia Tero’s MEL systems. This important position will report to the Managing Director (MD), Programs and play a central role in managing and supporting the implementation of Nia Tero’s emerging MEL systems.

Working with an open heart in close and fast-paced collaboration across Nia Tero teams, this person will have duties that include managing the implementation of Nia Tero’s MEL system with support and oversight from the MD Programs, working across the organization to ensure effective implementation and adaptation of MEL systems, populating monitoring metrics, gathering, tracking, analyzing and distributing information in service to Nia Tero MEL practice.

KEY RESPONSIBILITIES

MEL system design and training

- Serve as the primary point of contact for Nia Tero’s MEL system and assist cross organizational project teams and partners to collect and analyze project data.
- Manage design, implementation and improvement of MEL system in support of organizational impact and growth while mentoring team members on MEL approaches cross organizationally.
- Collaborate with Salesforce Database Manager to bridge system design between MEL tools and Salesforce Database.
- Manage and keep current Nia Tero’s MEL system and related tools (learning questions, key indicators, data collection tools etc.).
- Create and implement an MEL expansion roadmap and related learning tools.
- Serve as the MEL lead with all external programmatic partners and outside contractors interfacing with MEL system.
- Design an MEL feedback process for Nia Tero teams to ensure data collected and findings are communicated across the organization.
- Collaborate with Nia Tero teams on the alignment and integration of the MEL system to all facets of organizations the organization’s strategy.

### Data collection, analysis, and reports

- Support the development of appropriate MEL tools such as questionnaires, interviews, and registration forms.
- Support quality data entry by Nia Tero teams.
- Analyze and interpret data to identify trends, patterns, and areas for improvement.
- Develop and keep current data visualizations and dashboards in Power BI.
- Provide Nia Tero teams with accurate, practical, and useful MEL-related information in a consistent, timely manner to support evidence-based learning and decision making.
- Prepare reports and presentations drawing from MEL frameworks and data.
- Promote use of the MEL system use across Nia Tero teams.
- Collaborate cross organizationally with Nia Tero teams for regular MEL reporting to Board, Leadership and key stakeholders.

### PEOPLE AND RESOURCE MANAGEMENT RESPONSIBILITIES

This position will not directly supervise anyone or have direct financial oversight. This position requires discretion and cultural sensitivity.

### QUALIFICATIONS

#### Education and Experience Requirements*

- 5+ years of relevant work experience in monitoring and evaluation, research, or data analysis.
- Experience working with Indigenous peoples, international relations, and/or conservation preferred.
- A bachelor’s degree in a relevant field such as statistics, international relations, economics, social sciences, public policy is preferred.
This Job Description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the incumbent a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change, so may the essential functions of this position.

**Knowledge, Skills and Abilities**

- Ability to analyze data, identify trends, and make evidence-based recommendations with knowledge of statistical and qualitative analysis techniques and data visualization tools.
- Ability to produce compelling data visualizations in Power BI.
- Strong written and verbal communication skills with strong attention to detail (e.g., preparing reports, presenting findings to stakeholders).
- Ability to identify problems, develop solutions, and implement change, meeting deadlines working both independently and as part of a team.
- Ability to work collaboratively with diverse project staff, partners, and stakeholders across multiple countries and time zones.
- Knowledge of monitoring and evaluation methodologies, data analysis techniques, and project management principles.
- Familiarity with political and economic issues facing Indigenous peoples.
- Familiarity with issues relating to climate and biodiversity.

**Ideal**

- Working knowledge of Spanish, French or Portuguese.
- Working knowledge of SharePoint, Teams, Asana, and/or other project management tools.
- Experience with start-up cultures.

**WORKING CONDITIONS AND TRAVEL:**

This position is based in Seattle, WA with flexibility to work some evenings and weekend hours as needed. This position will have a hybrid work schedule with the ability to work from home and the Seattle office. The exact schedule and expectations will be agreed on during the hiring process. This positions include approximately 10% travel to visit regions and Indigenous Peoples in territory to deepen understanding of Nia Tero’s work and to support events, regional and global convenings.

**Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Visually or otherwise identify, observe and assess distance, color and depth; required to regularly communicate with others and exchange accurate information.
• Able to operate a computer and other office productivity equipment; able to remain stationary at a computer for extended periods of time and move around their assigned workspace.

HOW TO APPLY:
If interested in this role, please email a cover letter and resume to jobs@niatero.org by 31 August, 2023 and include “Senior Manager, MEL” in the subject line.

Nia Tero is a polycultural, global organization that strives to have an inclusive, equitable, and diverse work culture. We strongly encourage people from historically excluded groups to apply.

The salary for this position is USD $105,000-$115,000 annually based on experience. Our compensation program is U.S. based and pay ranges are representative of compensation in the U.S. market. For positions outside of the U.S., pay rates are determined based on the applicable local regional market.

This is a full-time permanent position and qualifies for healthcare benefits (medical, dental and vision), 401K and paid time off (including vacation leave, sick leave and personal days).

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