

Hovde Foundation Monitoring and Evaluation Advisor

Position Overview

The Hovde Foundation is expanding our team to include a full time **Monitoring and Evaluation Advisor**. This new role is an exciting opportunity to lead the development and implementation of a multi-country strategy for monitoring the progress of programs supporting orphans and vulnerable children, evaluating program impact, and designing systems to support routine collection, analysis, and use of data across the organization.

Supporting orphans and vulnerable children is one of the primary focus of the Hovde Foundation. The organization works with local partners in countries across Africa and Latin America to build homes and support the long term costs of running the homes in order to offer a safe haven from injustice, neglect, malnutrition, and other forms of abuse for local children.

Centering the leadership of local changemakers is a core part of the Hovde model, with implementing partners also playing a key role in how data is collected and used across the organization. With the increased investment in the Foundation's monitoring and evaluation capacity, the team is looking to bring on an Advisor who can ensure local organizations are active partners not only in how data is collected, but how it is used locally to monitor program progress - not just creating metrics and reports for the sake of presenting to a board room. The Advisor will play a key role in evolving the organizational approach to program monitoring from country-specific, siloed workflows to a central program monitoring data repository and reporting system

The Advisor will report directly to the Hovde Foundation Executive Director and will collaborate with additional contractors and vendors to support the overall program monitoring and evaluation goals for the organization as necessary.

Duties & Responsibilities

Monitoring & Evaluation Strategy

- Implement and evolve the organization's monitoring and evaluation strategy, to address data needs of both Hovde Foundation leadership and in-country implementing partners
- Ensure monitoring and evaluation methods and tools are aligned to industry best practices, including security and privacy protocols for beneficiary privacy
- Engage with key stakeholders on the development and implementation of new methods, tools, or approaches to achieving the organization's monitoring and evaluation goals
- Develop the scope of work and serve as the primary manager for an external evaluator responsible for leading an impact evaluation of the Hovde Foundation model

Data Collection & Management

- Lead the design and implementation of electronic data collection tools for gathering routine program monitoring data and beneficiary data as needed for monitoring the progress of country programs
- Define requirements and serve as the implementation lead for a new beneficiary management information system (MIS) to be implemented across country programs for the purpose of streamlining and improving local management of beneficiary records (currently managed through siloed and country-specific platforms or paper record keeping systems)
- Manage internal data repositories for program monitoring data, using platforms such as Microsoft Azure, Excel, or Google Sheets
- Ensure data is collected and stored in alignment with privacy and security best practices and responsible data principles

Analysis & Reporting

- Support the development and maintenance of program monitoring dashboards to routinely visualize and report on program and beneficiary achievements, accessible to both in-country partners and Hovde leadership
- Ensure monthly, quarterly, and annual reports are compiled and delivered to Hovde Foundation leadership in alignment with the overall monitoring and evaluation strategy
- Develop custom presentations, reports, and individual charts to share updates on country program and portfolio progress; such reports will frequently require writing and developing charts in both English and Spanish

Capacity Building

- Collaborate routinely with implementing partners to ensure they are providing timely updates into established monitoring and evaluation structures and accessing the systems for their own use
- Develop and lead trainings when introducing a new data collection, management, or analysis tool designed to be used by implementing partners
- Travel up to 50% to work with country stakeholders

Other duties as required: The Advisor is part of a small and nimble team, and may be asked to support additional tasks as required by the Executive Director.

Job Requirements

Technical Skills

- Strong knowledge and skills in M&E, with experience designing and implementing multi-country M&E strategies
- Knowledgeable about M&E standards, including designing processes for collecting, managing, and analyzing data workflow, to include proficiency in data storage, analysis and visualization platforms such as Microsoft Excel, PowerBI, and Azure or Google Data Studio.
- Ensures appropriate and timely technical support for field projects, including responding to both technical and theoretical questions from implementing partners
- Ensures the quality of M&E activities and systems at all levels.
- Conducts routine coordination with employees and consultants in the field, including managing any vendors whose systems are adapted and deployed by the organization
- Understands and applies basic design principles for crafting effective data visualizations and documents to communicate monitoring and evaluation results.

Communication & Management

- Strong interpersonal skills and displays evidence of good leadership and influencing skills.
- Ability to interact professionally with culturally and linguistically diverse staff and clients.
- Excellent written and oral communication skills in both English and Spanish skilled at leading meetings and workshops and designing facilitation approaches to engage a variety of stakeholders
- Well-organized, resourceful, effective, and efficient at coordinating multiple resources to get things done and must have a proven track record of successfully working on numerous tasks at once and foresees and plans around obstacles.
- Demonstrates sensitivity in diverse, cross-cultural settings.
- Demonstrates the ability to assess needs within agreed upon duties and considers the course of action best to meet those needs, often managing multiple priorities
- Uses frameworks such as human-centered design or agile to define, explore, and craft M&E approaches that meet key stakeholder needs
- Ability to exercise judgment that contributes to the Foundation's strategies and develops objectives aligned with the department's strategic goals.
- Problem-solving involves evaluating and resolving discrepancies with data, analyses, and processes within prescribed guidelines.

Languages: Written and verbal fluency in **both English and Spanish** is required for this role, in order to effectively engage with key country stakeholders.

About the Hovde Foundation

The Hovde Foundation is a family foundation founded by Eric and Steve Hovde in 1998. Its primary initiative is funding "Hovde Houses," which are group homes for vulnerable children in Africa and Latin America that are managed by local non-profit organizations. To learn more visit <http://hovdefoundation.org/>.

The Hovde Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.