

WEConnect



INTERNATIONAL

Job Title: Impact Measurement and Reporting Specialist

Level: Mid-Level

Location: Washington, DC

Reporting to: Chief Operating Officer

About us: WEConnect International, a member-led global non-profit, helps women-owned businesses access and succeed in global value chains. WEConnect International has, since 2009, provided business education, certification, and business connections to companies based outside the United States that are at least 51 percent owned, managed, and controlled by one or more women. WEConnect International corporate members represent over \$1 trillion in annual purchasing power and are true pioneers in inclusive sourcing and global supplier development. www.WEConnectInternational.org

Core Values and Culture: As we continue to grow our impact, WEConnect International will attract and hold accountable members, partners, staff and stakeholders based on these core values, which help to define our culture, brand and operational strategies.

- Embrace Diversity and Inclusion to Unleash Potential
- Demonstrate Passion for Women's Economic Empowerment
- Make a Positive Difference in the World
- Deliver Stakeholder Value
- Exemplify Integrity in Everything We Do
- Pursue Teamwork with a Shared Vision and Purpose
- Embrace Openness, Trust and Candid Communication

Overview of Role

The successful candidate will be responsible for the management of the design and implementation of efforts to monitor, evaluate, and report on impact of organizational programming for both internal and external audiences.

WEConnect International has been growing steadily and is now seeking to dramatically accelerate growth. Therefore, the position requires that the individual is mission-focused, strategic, collaborative, a strong team player, creative, self-motivated, open to change, and process minded. The position

requires that the individual has strong communication skills and can adjust to the different requirements and cultural conditions of the diverse operating environments where WEConnect International supports buyers and sellers. The individual must be a leader who delivers measurable, cost-effective results that help to make the mission a reality.

Core Competencies

Experience in project management, and monitoring and evaluation in a non-profit setting, with a strong knowledge of women's economic empowerment and entrepreneurship ecosystems.

1. Impact Design and Analysis

- Work with the business development team to design monitoring and evaluation strategies for future programs, including setting feasible and realistic timelines for data collection, analysis, and reporting on program impact
- Review monitoring and evaluation criteria set by funders and potential funders and support the business development team in developing monitoring and evaluation plans in proposals that meet these criteria
- Identify meaningful impact and results data from previous programs to incorporate into proposals for future projects
- Ensure that outputs and outcomes established for future programs align with organization's strategic goals and that organizational outputs and outcomes are consistent across programs
- Develop programs that measure and clearly illustrate the impact of members as a revenue-generating activity

2. Impact Measurement and Reporting to Drive Organizational Strategic Objectives

- Contribute to the development and implementation of performance monitoring and evaluation tools such as theories of change, logical frameworks, indicators, and corresponding indicator reference sheets, reporting templates and systems, and analysis plans
- Lead the development and implementation of organizational reporting systems to drive accountability and transparency across the organization
- Work with the centralized team and market-based teams to ensure that activities result in meaningful outcomes which are consistently tracked and reported
- Promote the thought leadership of WEConnect International as the leading convener on global supplier diversity and inclusive sourcing initiatives by monitoring, evaluating, and reporting on impact that the organization's members and women-owned businesses are having in communities around the world
- Lead on the development of content for infographics and reports that clearly communicate WEConnect International's global impact both for stakeholders and the public
- Lead annual and bi-annual data collection efforts of women-owned businesses to anticipate needs and evaluate the value of belonging to the WEConnect International network
- Support the design of survey efforts following key events and activities to ensure that impact is consistently tracked and reported on across all markets
- Develop and publish the WEConnect International annual impact report to showcase the far-reaching impact of the organization on a global level

3. Project Management

- Work with project managers to ensure the smooth transition of monitoring and evaluation plans from the proposal stage to the implementation stage
- Support project managers in designing rigorous monitoring and evaluation plans of new programs to ensure funders' priorities are met
- Support project managers in designing data collection methods and tools, including questionnaires, surveys, interview and focus group protocol, and design data collection strategies that align with participant survey best practices (i.e., anonymity, confidentiality, etc.)
- Support project managers in data collection and analysis by providing guidance on qualitative and quantitative methods, and the strengths and weaknesses of various approaches depending on the program and data available
- Support project managers in reporting on program impact by providing guidance on how to powerfully communicate program impact and results, as well as the advantages and disadvantages of the measurement approach
- Serve as key editor of project reports to ensure that: impact is clearly communicated to the funder, results align with funder's objectives, and that terminology is consistent across various WEConnect International projects
- Facilitate and strengthen quality control mechanisms for M&E processes to enhance efficiency and effective implementation of projects

4. Other

- Undertake any other duties which may from time to time be required as this job description is not intended to be either prescriptive or exhaustive, but is issued as a general guideline to the main areas of responsibilities

Key Qualifications

- Over 7 years of working in a non-profit setting, with program management, grant administration, and monitoring and evaluation experience
- Ability to develop creative and strategic initiatives which support organizational goals and objectives
- Knowledge and command of mechanisms to track the impact and effectiveness of programs
- Strong knowledge of and experience in both qualitative and quantitative research methods, including data collection and analysis
- Experience collecting qualitative and quantitative data both in the field and virtually
- Proficiency in qualitative and quantitative data analysis software (i.e. NVivo, STATA) preferred
- Excellent research capabilities
- Excellent written communication and presentation skills in English; with the ability to deliver presentations to a wide variety of audiences
- Awareness and knowledge of indicators commonly used to demonstrate impact of entrepreneurship and women's economic empowerment programs
- Ability to think strategically across layers of an organization and to develop nuanced reporting mechanisms to both support management of staff and outcomes on key impact indicators
- Comfortable in a fast-paced environment

- Empathy with women business owners, preferably with experience starting and growing a business
- Ability to work within allotted budgets
- Patience and high communication skills to be able to address concerns and questions of various stakeholders
- Ability to develop and update reports and communicate achievements and challenges to key stakeholders
- Excellent IT and data visualization skills
- Willingness to continually build capacities and learn additional skills to improve organizational capacities
- Ability to work alone, as a part of a team, and to set and meet targets independently and to manage and deliver projects to timelines
- A 'self-starter' with excellent motivational skills, enthusiasm, vision, and a willingness to think big and encourage the team to develop approaches to overcome challenges
- Sound judgment and good political skills and a flexible approach to work
- Ability to travel as needed
- MBA or MA in international development, economics

How to Apply: Include a resume and a cover letter that describe previous relevant experience. Can be submitted in Word or PDF to jobs@WEConnectinternational.org.

Use Subject Line: M&ESpecialist _ YOUR NAME

No phone calls, please. We regret that we are unable to respond to individual inquiries about the position. WEConnect International is an Equal Opportunity Employer.

WEConnect International is an Equal Opportunity Employer. All aspects of employment will be based on merit, competence, performance, and business needs. We do not discriminate based on race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.