

## **Manager, Monitoring, Evaluation & Reporting District Alliance for Safe Housing**

Status: Full-time, exempt employee  
Salary: \$80,000-\$85,000  
Reports to: Deputy Chief & Chief  
Financial Officer



**D A S H**  
DISTRICT ALLIANCE FOR SAFE HOUSING

Location: Hybrid (in-person and remote), Washington, DC

### **About the District Alliance for Safe Housing**

Founded in 2006, the District Alliance for Safe Housing (DASH) is DC's largest provider of safe housing and trauma-informed services for survivors experiencing homelessness due to domestic and sexual violence. DASH meets survivors where they are, eliminating barriers to safe housing so that they can rebuild their lives on their own terms.

DASH supports survivors—individuals, families, and transitioning youth aged 18-24—with housing; flexible financial assistance; and holistic services. DASH provides a continuum of emergency-to-transitional and transitional-to-permanent safe housing programs, including the 42-unit Cornerstone building, owned and operated by DASH.

DASH holds Candid's Gold Seal of Transparency and has been recognized by the Catalogue for Philanthropy as one of the DC region's best nonprofits. To learn more, visit [www.dashdc.org](http://www.dashdc.org).

### **Position Overview**

The Manager, Monitoring, Evaluation & Reporting provides technical expertise and strategic leadership for all monitoring, evaluation, and reporting activities. This involves overseeing the implementation of DASH's performance and quality framework and providing internal and external stakeholders with timely and relevant data and analysis, helping to ensure the highest level of program quality and effectiveness. The Manager, Monitoring, Evaluation & Reporting designs and implements data collection systems (including training staff), analyzes data, and prepares reports to support decision-making and meet funder requirements.

Specific areas of responsibility include:

#### **System Development and Management (25%)**

- Assist in defining performance and quality outcomes, outputs, and metrics across DASH programs, helping to ensure compliance with funder requirements, data-related policies, standards, roles and responsibilities, and federal, state, and local regulations.
- Support the development and implementation of systems for data collection, storage, and analysis to support DASH's performance and quality framework.
- Design and maintain workplans and supporting materials that outline tasks, timelines, and responsibilities related to data collection, analysis, and reporting. Develop workflows to automate processes to improve efficiency.
- Monitor and evaluate the effectiveness of systems and frameworks, making recommendations for improvements and adjustments as necessary.
- Stay abreast of monitoring and evaluation trends, tools, and technologies, reviewing and updating systems and frameworks as needed to meet evolving organizational needs and ensuring DASH employs industry best practices.
- Develop and maintain documentation related to performance and quality systems and frameworks, including procedures, protocols, and user guides.

- Support training of staff on tools, systems, procedures, and protocols.

### **Compliance and Data Management (25%)**

- Create transparency around and foster understanding of DASH's performance and quality framework, data collection procedures, and workplans. Provide guidance to staff on interpretation and implementation.
- Understand grant requirements and help to ensure program and service delivery balances grant requirements and DASH's trauma-based, survivor-informed values. Help to ensure program and service compliance with federal, state, and local confidentiality and victim services laws and regulations.
- Ensure that all data collection and reporting activities comply with relevant legal, regulatory, and ethical standards. Stay abreast of changes in confidentiality and data protection regulations to ensure DASH's data practices remain compliant.
- Work in partnership with senior leadership, program management, and program staff to support detailed recordkeeping and ensure the accuracy of files, fostering an organized and transparent system that facilitates efficient retrieval and utilization of essential information.
- Collaborate with the Executive team, Senior Director, Programs, and Program leadership to support the development and implementation of standardized data collection and impact assessment tools, processes, and procedures across DASH programs.
- Work in partnership with the Executive and Senior Leadership teams to ensure that data-related program requirements for protecting sensitive data are clearly defined, communicated, understood, and considered part of operational prioritization and planning.
- Conduct regular audits and reviews of data collection processes to identify and address any issues.
- Help to ensure audit readiness of data and program portfolios.

### **Data Collection, Analysis, and Reporting (30%)**

- Oversee data collection, analysis, and synthesis for all grants, ensuring all funder requirements and commitments are met.
- Develop and implement data validation and quality control procedures to ensure accuracy and reliability of collected data.
- Coordinate the monitoring and evaluation of DASH's programs to ensure alignment with DASH's goals, industry best practices, and legal requirements.
- Lead the development of monthly, quarterly, and annual programmatic reports and data reporting, ensuring accurate and timely dissemination of information to internal and external stakeholders. Collaborate with program staff to analyze and present data.
- Create visualizations (e.g., dashboards, charts, graphs) to effectively communicate data insights to different audiences. Develop presentations and reports that clearly and compellingly present data findings to stakeholders.
- Collaborate with the Executive, Senior Leadership, Senior Management teams, and program staff to identify data-informed and evidence-based recommendations to continuously improve programs.

### **Non-Managerial Leadership and Collaboration (20%)**

- Maintain effective working relationships with all employees. Demonstrate a great degree of discretion, flexibility, and cooperation.
- Collaborate with and work in partnership with various internal and external stakeholders, including the Executive team, program managers, and funders.
- Support and collaborate with other team members to ensure smooth operations. Share resources, successes, lessons learned, and challenges, and provide guidance, mentorship, and assistance to team members to help them excel in their roles and responsibilities.

- Help to ensure staff understand grant requirements and data collection responsibilities, including through regular training. Help to ensure staff consistently apply organizational policies and procedures for effective service delivery throughout programs.
- Facilitate communication and collaboration with teams involved in data collection, analysis, and reporting to streamline processes and maximize efficiency.
- Participate in ongoing coaching, supporting a culture of continuous learning and skill development to enhance monitoring, evaluation, and reporting effectiveness. Encourage problem-solving skills and participate in team brainstorming to address challenges.
- Support identification of training needs across the organization and participate in professional development opportunities, including through DASH Academy, DASH's in-house, signature professional development institute for staff.
- Assist in fostering a collaborative and innovative culture that encourages continuous improvement and learning.
- Model DASH's standard of understanding, sensitivity, and responsiveness to cultural differences in the organization's service and employee population.
- Master, communicate, and model DASH values.

### **Experience, Skills and Qualities**

While we understand that no single candidate can possess every qualification listed below, the following are priority areas:

- Four or more years of related experience, preferably in a nonprofit environment, or a combination of professional experience and a degree. Bachelor's degree (BA/BS) in statistics, research methods, research administration, public policy, or related field required, with relevant experience substituting for education.
- Strong knowledge of monitoring and evaluation methodologies, tools, and best practices.
- Experience in developing and coordinating data collection and analysis systems, with a focus on monitoring program implementation using qualitative and quantitative approaches.
- Proficiency in data analysis tools and techniques for monitoring and evaluating program performance, identifying trends, and making data-driven decisions. Ability to generate reports and insights to support decision-making and improve operational efficiency.
- Experience preparing a variety of reports, including written reports tailored for public funders and private donors, as well as the ability to visualize and present data using different formats to effectively communicate insights, findings, and recommendations.
- Experience in providing training and support to staff members on using data collection tools and systems accurately, effectively, and securely, including developing training materials, conducting workshops, and fostering a culture of adoption and proficiency.
- Experience in managing or familiarity with nonprofit compliance requirements, including grant funding requirements and local, state, and federal laws and regulations.
- Excellent project management, analytical, and organizational skills, with ability to analyze data, identify trends, and make data-driven recommendations and decisions.
- Strong communication, collaboration, ethics, adaptability, and problem-solving skills. Strong ability to respond diplomatically to challenging issues, and give and receive feedback with openness, compassion, and respect.
- Proven capacity to respond sensitively and thoughtfully to individuals from diverse cultural, ethnic, and social backgrounds, encompassing a range of values, attitudes, and languages.
- Experience or understanding of trauma's dynamics, trauma-informed frameworks, and trauma issues in gender-based and power-based violence fields, including domestic violence, sexual assault/violence, human trafficking, and interfamilial violence, is a plus but not required.

Technical:

- Proficiency in project management tools (Monday.com, Trello, Asana), Microsoft Office Suite (Teams, Word, Excel, PowerPoint, SharePoint, OneDrive, Outlook), data analysis software (e.g., SPSS, Stata, R), data visualization tools (e.g., Tableau, Power BI), and Internet Browsers (Firefox, Chrome, Internet Explorer) is required for this role.

Other:

- Must provide proof of eligibility to work in the United States.
- Must successfully complete a background investigation, as well as a routine drug screening (if required by any of DASH's funding agreements).
- Must provide proof of vaccination against COVID-19 unless qualified for medical or religious exemption.
- Occasional travel may be required as part of the job responsibilities. This includes travel to all DASH offices and other Washington, DC locations during business hours.

### **Compensation & Benefits**

DASH offers a competitive salary in the range of \$80,000-\$85,000. DASH benefits include health, dental, and vision insurance, with DASH covering 90% of the employee's premium and 80% for spouse and children; a minimum of 20 days of paid leave, 15 holidays, a weeklong winter holiday; and a 3% DASH non-elective contribution retirement plan.

### **Application Process**

Good Insight, a national nonprofit executive search firm headquartered in Washington, DC, is assisting with this search. Visit [www.good-insight.org/careers](http://www.good-insight.org/careers) to upload application materials. Confidential inquiries about the role may be directed to [DASH@good-insight.org](mailto:DASH@good-insight.org). For best consideration, submit a resume and a cover letter by early August, 2024. Qualified applicants will be contacted on a rolling basis. Early applications are encouraged due to the pace of the search.

### **Location**

DASH is located in Washington, DC. The Manager, Monitoring, Evaluation & Reporting position operates on a hybrid schedule that requires location in the DC region. The number of in-office days will be agreed with the successful candidate but is expected to average two to three days per week.

### **Physical Demands**

This role includes prolonged periods of sitting at a desk and working on a computer. Contact [DASH@good-insight.org](mailto:DASH@good-insight.org) to request reasonable accommodations.

### **Equal Employment Opportunity**

DASH is a proud equal opportunity employer committed to an inclusive work environment and building a team that reflects the rich diversity of our community. DASH bases employment decisions on each person's performance, qualifications, and abilities. DASH does not discriminate in employment opportunities or practices based on race, color, religion, sex, sexual orientation, national origin, age, disability, or characteristics protected by the District of Columbia and federal law. People of color, people with disabilities, and people of diverse sexual orientations, gender expressions, and identities are encouraged to apply.