

Job Description

Job Title:	Evaluation & Quality Improvement Lead
FLSA Status:	Full-time/Exempt
Department:	Strategy & Innovation
Reports To:	VP, Strategy & Innovation
Location:	Rung St. Louis
Schedule:	Varies; will include occasional evenings and weekends
Salary Range:	\$55,000 – 70,000

Description of Organization:

Rung for Women is looking for like-minded individuals to join our team of passionate and enthusiastic individuals who are committed to inspiring women to climb the economic ladder. We envision a world where all women can lead equitable and abundant lives. Rung offers professional and personal development opportunities, along with a supportive community of women who want to earn a thriving wage and overcome the systemic economic, social, and health barriers to wealth creation.

We believe in unlocking potential and possibilities in our staff and members. In 2023, Rung will focus on career pathways in the technology, geospatial, and advanced manufacturing industries.

Rung for Women partners with employers and training partners who offer a fast-track to career launch through short-term industry-specific training, on-the-job training, and apprenticeships. Our members gain access to a community of like-minded women, health and wellness amenities, and childcare to support them in achieving their goals.

Since our launch in March of 2021, more than 300 women have begun a journey with Rung. Many of them have completed coaching, and career training, and have achieved better employment opportunities and increased their income.

Rung is currently hiring several roles as we prepare to launch our innovated model that will allow us to focus on industries with the most high-impact career and income opportunities for women. If you would like to be a part of an organization that is disrupting the status quo in women’s personal and professional lives, Rung for Women is the place for you!

Our Mission:

Inspiring all women to climb the economic opportunity ladder.

Our Values:

- Innovate
- Collaborate
- Invite Joy
- Promote Self-determination
- Uphold Equity

Our staff are:

- Passionate about Rung’s vision & mission
- Collaborators
- Effective communicators
- Self-directed
- Value-adders
- Have a growth mindset and high EQ

Position summary: The Evaluation & Quality Improvement Lead is responsible for developing a robust evaluation and quality improvement strategy that is aligned with our organizational goals and strategic priorities. This position will work cross-departmentally to review and document Rung’s work processes. If you are a critical and creative thinker, have an inquiring mind, and love figuring out how complex ideas and services fit together, then this position is for you.

How you’ll help Rung achieve our vision: This position ensures that Rung can answer the question “What difference did you make in the lives of those you served?” This ensures the quality and impact of our services and helps us tell our story to stakeholders.

What you will do:

Oversee organization-wide evaluation & impact activities

- Create, manage, and update Performance Management Plan and tools to measure organizational goals, including Logic Model, outcome statements, and measurable indicators
- Develop, implement, and ensure all staff understand the Performance Management Plan
- Ensure all staff and stakeholders have the data, strategies, and tools to tell Rung’s story in a compelling, impactful way
- Act as an advocate and coach to build a culture of learning that values data-driven decision making and prioritizes demonstrable results
- Develop and present dashboards and reports for teams, departments, leadership, and Board to review organizational and program progress against key metrics
- Own the evaluation reporting platform, structure, use, and improvement; support implementation and execution of platform improvements
- Support staff in aligning workflows and data collection to support the Performance Management system
- Work with Technology Lead to ensure compliance with all data security laws and regulations

Create and manage Continuous Quality Improvement (CQI) systems

- Develop the organization’s CQI plan that will be used to evaluate and improve the performance of staff, programs, processes, and tools
- Provide training to staff, individually and in groups, on Rung’s continuous quality improvement and performance management practices
- Identify strategies to assure, monitor, and improve quality process throughout the organization
- Work with staff to systematize organizational practices to ensure our Member and partner experience is consistently exceptional as we grow and expand
- Oversee the development of process and procedure manuals for each department
- Facilitate CQI projects to address specific opportunities for improvement

Champion Grant Reporting Compliance

- Develop, execute, and maintain appropriate grant policies/procedures in coordination with the Stewardship & Database Management Specialist and Director, Development & Community Engagement
- Serve as a liaison on the grant management team by attending the grant management monthly meeting
- Prepare and pull data reports that correspond with state, local, and federal grant outcomes
- Maintain the necessary records, files, reports, database measures to ensure compliance with

state, local, and federal grant outcomes in CRM system

What you need to bring us:

- Passion for Rung’s vision and mission
- Public speaking skills with ability to present to individuals from diverse backgrounds
- Deep understanding of and experience in program evaluation and performance management
- Experience in developing, administering, and reviewing survey data and facilitating focus groups
- Knowledge of and experience with a variety of evaluation tools and databases; experience with Salesforce and Qualtrics a plus
- Strong collaboration skills and the ability to build relationships and get work accomplished with and through a diverse group of internal and external stakeholders
- Ability to synthesize complex/diverse information
- Commitment to quality and accuracy
- Ability to consider all related facts and potential problems
- Excellent organizational, interpersonal, and analytical skills
- Self-directed and able to perform independently
- Proficiency with Microsoft Office products

Why Rung for Women?

Rung for Women knows that our success is the result of attracting, retaining, and investing in high caliber staff who have a passion for our vision and mission. When you thrive, Rung thrives. We therefore offer a competitive array of benefits, including:

- Comprehensive Health Insurance: Medical, dental, and vision (majority of the cost for employees is paid by Rung) plus short- and long-term disability insurance (fully paid by Rung)
- Retirement: dollar-for-dollar match up to 5% of the employee’s annual salary after 1 year of employment
- Paid Time Off: Up to three weeks of vacation, 1 week off at end of December, 1 week of sick time, 20 hours of volunteer time, and 9 holidays each year
- Flexibility: flexible work schedule and ability to work from home up to three days/week
- Paid personal and family leave: up to 12 weeks paid time off annually for the birth of your child or to respond to your own serious illness; up to 2 weeks to respond to a loved-one's illness (after 1 year of employment)
- Cell Phone Reimbursement: up to \$75 monthly
- Professional Development: up to \$2,000 annually to further your professional development, plus monthly professional development in-services
- Team Building: organized activities throughout the year for departments and all staff to build a strong staff community

Rung for Women is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship.

Application Process

Interested candidates should submit a resume, cover letter, and any other relevant materials, to careers@rungforwomen.org no later than 5:00 pm, on May 15, 2023. Please also complete a short, 5-minute assessment: <https://assessment.predictiveindex.com/bo/6KH/EvaluationSpecialist>