



**Black AIDS Institute**  
*Job Posting*  
**Senior Monitoring and Evaluation Manager**

**Overview**

The HIV/AIDS epidemic is not over, especially in Black communities. Would you like to be a part of the solution? The Black AIDS Institute (BAI) is looking for a highly skilled and self-motivated Senior Monitoring and Evaluation Manager to help us end HIV and AIDS. The Senior Monitoring and Evaluation Manager is essential to the Black AIDS Institute's leadership team. Under the supervision of the Program Director, the Senior Monitoring and Evaluation Manager will be responsible for evaluating the effectiveness of all programs and services offered by BAI as well as assessing the impact of programs, making recommendations for improvement, and providing feedback to the leadership team, stakeholders, and funders. The Senior Monitoring and Evaluation Manager will support programs in identifying key performance, quality, and management indicators and creating monitoring processes, and providing oversight for all evaluation and monitoring activities.

*Black people, LGBTQ+ people, and people living with HIV or on PrEP are highly encouraged to apply.*

**Job Location:** Charlotte, North Carolina or Southern U.S. preferred

**Reporting Relationship:** Program Director

**Supervisory Relationship:** None

**Salary Range:** \$74,000 to \$86,480 depending upon qualifications

**Agency-wide Duties and Responsibilities:**

- Supports the mission, vision, and values of the Black AIDS Institute
- Complies willingly with all organizational policies and procedures
- Supports and facilitates positive interaction with others by exhibiting:
  - Initiative and ownership of work
  - Individual maturity
  - Respect for others
  - A team-centered and asset-based approach
  - Maintenance of confidential information
- Participates in appropriate professional development programs to attain and maintain competency

**Position Specific Duties/Responsibilities:**

- Evaluate program outcomes and quality improvement initiatives and produce presentations and written reports on findings and the effectiveness of these initiatives.
- Assists with data analysis and data collection efforts in continuous quality improvement projects, program evaluations, and other special projects.
- Effectively communicates with internal teams to fulfill data requests and to deliver analysis results.
- Represents the organization at funder meetings and industry conferences.
- Create and utilize monitoring systems to track contract deliverables, program outcomes, and performance.
- Design and enhance the monitoring and evaluation system to meet data needs and emerging priorities.
- Maintain policies, guidance, systems, procedures, and tools relative to monitoring and evaluation standards.
- Oversee all data collection and analysis processes to measure progress and achievements according to the monitoring and evaluation plan.
- Provide strategic and technical leadership in monitoring and evaluation, results reporting, data utilization for program decision-making, and knowledge management.
- Develop project quantitative and qualitative indicators as well as processes and tools to measure them.
- Write reports, analyze findings, and provide recommendations as required.
- Support learning and the application of data to continuously improve the relevance, effectiveness, efficiency, impact, and sustainability of BAI's programs.
- Collaborate with other BAI departments as part of the BAI leadership team to ensure cohesiveness and excellence in overall program development and execution
- Displays an ability to manage multiple tasks using independent judgment and discretion
- Works independently and accurately in a high-paced, deadline-oriented environment; ability to work under pressure while exercising discretionary judgment and making decisions when necessary, with minimal direct supervision
- Performs other related duties as assigned by supervisor.
- Some travel required

### **Required Qualifications:**

- Minimum of 5 years of experience in monitoring and evaluating public health
- Demonstrated skills in quantitative data analysis, data management (maintaining a data base, quality control measures) and in the presentation of results for the identification of best practices and to inform decision-making
- Proficiency in using databases and statistical software is required (e.g., SPSS or EPI-Info) as well as strong skills in Excel, Word, Power Point and mobile technologies to report data
- Excellent written and oral communication skills in English

### **Preferred Qualifications:**

- A master's degree in Public Health, Epidemiology, Social Science, Biostatistics or a related field
- High level proficiency in Windows and Microsoft Office applications (Word, Outlook, PowerPoint and Excel)
- Excellent oral, written, interpersonal communication, public speaking and presentation skills

- Expertise in adult learning theory and instructional design
- Expertise in in-person and long-distance curriculum development and delivery
- Excellent training and facilitation skills
- Demonstrated understanding of the structural and cultural issues related to HIV/AIDS prevention and treatment among Black people and Black LGBTQ communities
- Strong project management skills
- Ability to work effectively with people of diverse ethnicities, ages, sexual orientations, and gender identities.
- Knowledge of or familiarity with the American Evaluation Association's Guiding Principles for Evaluators.
- Commitment to ensuring that evaluation activities are done in a culturally competent manner.
- Ability to organize and summarize information in a clear and concise manner.
- Ability to understand the context of a program and how it affects program planning, implementation, outcomes, and evaluation.
- Ability or experience in developing and using logic models to describe complex programs.
- Experience synthesizing information generated through an evaluation to produce findings clearly linked to the data collected.
- Ability to prepare and present evaluation results that increase the likelihood that they will be used and accepted by a diverse group of stakeholders.
- Knowledge of appropriate quantitative and qualitative data analysis methods

#### **Physical and Sensory Requirements:**

- Ability to read, write and converse in English
- Ability to communicate efficiently with staff, stakeholders, and vendors
- Ability to remain calm and composed under stress
- Bending, lifting, grasping, fine hand/eye coordination, pushing/pulling, and/or prolonged sitting/standing
- Ability to respond to telephones and other auditory stimulation
- Ability to organize
- Quantitative/mathematical ability (addition, subtraction, multiplication, division, standard measurements)

#### **Apply here:**

[https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R\\_ID=5793181](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=5793181). **Submit a cover letter, resume, an original curriculum or training sample, and salary requirements.** Incomplete submissions will not be considered. Screening will begin immediately and will continue until the position is filled. No phone calls or emails please.

#### **About the Black AIDS Institute**

The Black AIDS Institute (BAI) is the only national HIV/AIDS think tank focused exclusively on Black people. The Institute's mission is to stop the AIDS epidemic in Black communities by engaging and mobilizing Black institutions and individuals in efforts to confront HIV. The Institute interprets public and private sector HIV policies, conducts training, offers technical assistance, disseminates information and provides advocacy mobilization from a uniquely and unapologetically Black point of view.

Our motto describes a commitment to self-preservation: "OUR PEOPLE, OUR PROBLEM, OUR SOLUTION."

The Black AIDS Institute is an Equal Opportunity Employer.  
For more information about the Black AIDS Institute visit [www.blackaids.org](http://www.blackaids.org).