



Monitoring, Learning and Evaluation Manager
Position Recruitment
Location: Washington, D.C.

About Free the Slaves

Founded in 2000, Free the Slaves is a pioneer and leader in the global effort to eradicate slavery. Our mission is to liberate those in slavery and to change the conditions that allow slavery to persist. Free the Slaves works at the grassroots level to empower vulnerable individuals and communities to achieve freedom from slavery and develop resistance to slavery. We work with and through local partners to build national capacity to combat slavery and trafficking. We advocate for policies and laws that help in the fight against slavery. We are committed to rigorous assessment of our work and scrupulous integrity in the use of donor funds.

Headquartered in Washington, D.C., with programs in the Dominican Republic, Ghana, Haiti, India, and Nepal, Free the Slaves has an annual operating budget of approximately \$2.6 million, a diverse and expert staff, and a highly engaged and supportive board of directors. For more information, see: www.freetheslaves.net.

Position Overview

Free the Slaves has a well-developed model for our [community-based approach](#) to ending slavery including defined indicators for the key variables in the model, and [data collection instruments](#) and tools that are used by partner organizations around the world. This monitoring, learning and evaluation (MLE) manager will engage in cutting-edge social justice work, gathering and/or analyzing data, and developing evidence about the effectiveness of interventions. The MLE manager will support efforts by Free the Slaves to assess the outputs, outcomes and impacts of its model and derive lessons learned.

The MLE manager will be responsible for helping country-based leadership meet the M&E requirements of grant agreements and responding to essential information needs of FTS leadership and board of directors.

Principal Responsibilities:

The monitoring, learning & evaluation (MLE) manager will be responsible for:

- Oversight of FTS MLE work, consistent with the wider organizational goals and strategies
- Revising existing FTS M&E tools and/or developing new data collection tools as needed
- Helping country programs design and implement M&E plans
- Providing support and training to programs department staff and partner organizations on monitoring, reporting and evaluation based on the Free the Slaves community-based model and indicators, and develop training curricula and materials
- Supporting development efforts through contributing to M&E sections in grant proposals, reviewing and clarifying theory of change for associated project designs, and participating in proposal development teams
- Developing funding proposals to expand monitoring, learning and evaluation activities
- Leading in the design, implementation and revision of an organizational MLE system that permits aggregation of key indicators across country programs
- Identifying qualified MLE consultants to help country program managers carry out MLE assignments
- Other responsibilities as mutually agreed upon

Additional tasks may include the following:

- Work closely with all country programs and partner organizations to carry out quality quarterly monitoring and reporting on Free the Slaves and donor indicators
- Review all quarterly monitoring narrative and data reports, enter information into a database and compile results for country program and donor reports
- Manage monitoring and evaluation data, including creation and maintenance of databases, data entry, data cleaning, etc.
- Assist in the creation of internal reports for learning, donor reports for accountability, and external publications to share findings with policy makers and others in the human rights and international development field
- Analyze monitoring, survey and other evaluation data, using quantitative analysis approaches as well as mixed-method techniques

Travel:

The MLE manager may be expected to travel internationally up to four weeks per year.

Qualifications:

The ideal MLE manager candidate will have:

- The existing right to work in the United States
- A graduate degree in a relevant field
- 5-7 years of relevant experience
- English-language fluency and strong French and/or Spanish language capacity
- Experience in developing-country settings
- Evidence of successful design and implementation of MLE programs
- Experience with database design, data entry, cleaning and data analysis
- Ability to contribute constructively to a team oriented and mutually supportive organizational culture

How to Apply

Applications should include a tailored cover letter that outlines your interest, skills and experience, three professional references and a resume. **PLEASE SUBMIT YOUR RESUME, REFERENCES AND COVER LETTER AS ONE WORD OR PDF DOCUMENT to <http://smrtr.io/39h7x>.** Please include your last name in the title of the submitted document.

Applications will be accepted on a rolling basis until June 7, 2019.

Free the Slaves offers competitive salary and benefits commensurate with experience and skills. Free the Slaves is an equal-opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.