

MARTHA MONTAG BROWN
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POSITION DESCRIPTION
MONITORING AND EVALUATION (M&E) SYSTEMS OFFICER
GORDON AND BETTY MOORE FOUNDATION

Palo Alto, CA – May 12, 2021

The Opportunity

The Monitoring and Evaluation Systems Officer is a new position that is primarily responsible for providing technical support to program and infrastructure teams to conceptualize, design, develop, and manage monitoring and evaluation systems. It offers a well-rounded top performer with strong knowledge of project design, strategic planning, execution, monitoring, data management and analysis, data tools, the communication of complex concepts and data – primarily in the fields of environmental conservation and science and/or health – the opportunity to work as a team member of the Adaptive Management and Evaluation team. In addition to supporting the program and infrastructure departments of the Moore Foundation, the M&E Systems Officer will also work with in-house and third-party information technology and grants administration personnel and senior leadership, and as such, the successful candidate will have demonstrated high level technical and interpersonal relationship management skills.

The ideal candidate must have: 1) a master's or other advanced degree in project or data management or another related field; 2) experience in strategic planning, process improvement, performance monitoring, and designing M&E systems that aggregate the results of multiple projects and/or grants into useful analytics for decision-makers; 3) strong skills in data analytics, design, management and visualization (proficiency in Microsoft products, including Excel, Teams, SharePoint, Power Apps, and Power BI is required); and 4) at least five years of work experience in for-profit or nonprofit organizations, preferably in environmental conservation, applied science fields, and/or health.

Adaptive Management and Evaluation

The Adaptive Management and Evaluation team supports the mission of the foundation by providing technical support and guidance related to adaptive management, including program design, ongoing monitoring, evaluation, and learning in all four program areas. The department also facilitates key elements of effective evidence-based and evaluation activities including the design and development of information systems for enhanced

decision-making. It also manages and coordinates foundational-wide activities related to the integration of the business processes essential to reach the foundation's goals.

The Systems Officer reports directly to the Director, Adaptive Management and Evaluation and will work closely with the Chief Adaptive Management and Evaluation Officer, who may assign projects as needed. The position is based at Foundation headquarters in Palo Alto, California; however due to the COVID-19 pandemic, work will initially occur remotely.

Key Responsibilities and Program Support

Program-based information system design and execution:

- Support the AME embedded officers in their work providing assistance to all four programs (Environmental Conservation Program, Science, Bay Area, and Patient Care) to:
 - Assess data management, analysis, and related communications needs.
 - Refine theories of change, learning agendas, and monitoring plans to prepare for information system design.
 - Analyze and present M&E data, prepare results for internal and external use, and determine opportunities for adaptation and learning.
 - Determine options for aggregating data up from the individual grant level to the initiative level or strategy level.
 - Bring to teams evolving and improved opportunities to visualize analysis for various audiences and user groups.
 - Understand M&E data requirements and communicate these requirements to the Information Technology team.
 - Co-design systems in close collaboration with the Information Technology and Grants Administration teams.
- Collaborate with the foundation's Information Technology team to research information technology options to meet program's M&E needs.
- Field test/Pilot/Prototype options for information management systems for various initiatives.
- Work with program staff, external consultants and foundation Information Technology and Grants Administration teams to co-develop user-friendly M&E systems for program staff.

Foundation-wide information system design and execution:

- Provide extensive support to the development of a foundation-wide outcomes management system.
- Work with the Adaptive Management and Evaluation, Grants Administration, and Information Technology teams and the senior leadership team to assess cross-foundation data management, analysis, and communications needs linked to adaptive management and learning for enhanced programmatic performance.
- Research M&E technology options to meet needs for collecting, managing, analyzing and reporting data at various levels of aggregation
- Work with program staff to field test and refine potential foundation-wide M&E outcomes management system designs.

- Work with and help manage external consultants to assist in meeting foundation M&E information system needs.
- Assist Adaptive Management and Evaluation in the design of a communications and outreach plan regarding M&E technology for foundation staff and the board.
- Assist Adaptive Management and Evaluation work with senior leadership to ensure the adoption of M&E systems that meet the needs of operating units, programs and the foundation as a whole.

Adaptive Management and Evaluation systems support:

- Work with Adaptive Management and Evaluation team members to implement and maintain efficient tools for team collaboration, including use of shared documentation and capture of knowledge.
- Implement and maintain internal systems to support the team's budget, contracts, and resource management.
- Implement and maintain processes to streamline the teams reporting to other internal and external stakeholders.

Capacity-building:

- Train foundation staff on the use of program specific and cross-foundation M&E information systems.
- Develop written guidance on core concepts and functions of the M&E information system.

Qualifications

- A master's or other advanced degree in project or data management or another related field.
- Experience working in a service-provision context, providing technical support to teams and individuals.
- Knowledge of and skills in M&E technology architecture and Microsoft products, including Excel, Teams, SharePoint, Power Apps, and Power BI is required.
- Experience designing M&E systems that aggregate the results of multiple projects and/or grants into useful analytics for decision-makers.
- Experience in strategic planning, process improvement, data management, and performance monitoring.
- Strong skills and ample experience in project and program planning implementation, monitoring, and evaluation. Familiarity with and experience using project cycle management concepts, approaches, and tools.
- Strong skills and ample experience in information technology, data design and management, systems integration, data analytics and visualization, security requirements, communications technology, and spatial data systems.
- At least five years of work experience in for-profit or nonprofit organizations, preferably in environmental conservation, applied science fields, and/or health.
- Proven experience selecting and using appropriate M&E information system platforms for decision support systems.
- Strong research, communications and writing skills.

Competencies

The ideal candidate will also have demonstrated ability to:

- Think critically, identify, define, and frame problems and propose solutions in various contexts while embracing a collaborative and team-focused approach.
- Work across a complex organization with diverse programs, many stakeholders, and competing priorities.
- Provide practical and innovative solutions in the face of real-time issues.
- Effectively design and manage large group interactions, and effectively facilitate meetings and trainings.
- Self-manage priorities and goals for projects, and coordinate deadlines and deliverables.
- Work effectively across programs' varying teams and maintain up-to-date knowledge of each initiative/portfolio's activities and strategic priorities.
- Have a diplomatic demeanor, strong inter-personal skills and excellent written and verbal communication and project management skills.
- Maintain a flexible and positive approach to problem solving in a collaborative team environment and be comfortable with ambiguity.
- Understand and accommodate challenges and constraints on data collection and reporting capacity from program staff and grantee perspectives including designing systems to address demands.
- Build trusted relationships, motivate, influence and delegate when appropriate.
- Support and promote the foundation and colleagues through commitment to enhancing the foundation's considerations of Diversity, Equity and Inclusion.

Attributes

The ideal candidate will also demonstrate the following foundation attributes, which describe how we strive to do our work with each other and our partners:

- Committed to Excellence
- Passionate
- Collegial
- Open and Honest
- Humble and Self-Aware

In addition to the above attributes, Adaptive Management and Evaluation team members strive to hold themselves accountable, at the highest level of professional conduct, in the following areas:

- Emotional Intelligence
- Communication
- Teamwork
- Productivity and Quality
- Time Management

- Customer Service

Compensation and Benefits

Compensation includes a competitive base salary and an excellent package of health, retirement savings and other benefits.

Application Process

[Martha Montag Brown & Associates, LLC](#) has been retained for this search. Interested and qualified candidates can apply by sending a cover letter, resume and salary requirement by email to: Martha@marthamontagbrown.com.

Applicants must be legally authorized to work in the United States. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the ordinance.

The Gordon and Betty Moore Foundation is an equal opportunity employer and welcomes a diverse pool of candidates for this search. We are committed to fostering a culture of inclusion and welcome individuals with diverse backgrounds and experiences to apply. All correspondence will remain confidential.