

Title: Impact Manager

Status: Full-time, Exempt

Hours: 9am-5pm Monday through Friday, avg of 1-2 weeknights per month required (work schedule can be shifted to accommodate for evening hours).

Reports to: Director of Impact

Pay Range: \$52,500 – 57,500 annually

Benefits: PTO, Medical (25% employer contribution), Dental & Vision (employer paid), 401k plan, and an annual Professional Development and Personal Wellness contribution

Rocky Mountain MicroFinance Institute (RMMFI) Rocky Mountain MicroFinance Institute (RMMFI) is a business incubator and financing program focused on reimagining social and economic mobility. RMMFI relentlessly focuses on its North Star - *People are unstoppable forces. Life circumstances are real and sometimes overwhelming, yet they should not determine what we can do in the present or be in the future. We believe everyone should be free to make choices to activate the possible. RMMFI creates the space for communities and people of all backgrounds to realize their unique potential through the power of entrepreneurship.* More information about RMMFI can be found at www.rmmfi.org.

Description: The Impact Manager plays an important role in leveraging data and reporting to drive RMMFI's impact. This position is responsible for strengthening the availability, usability, and integrity of our data; deriving actionable insights through data analysis and reporting; and equipping RMMFI stakeholders with the tools and knowledge to make data-informed decisions and communicate impact. The Impact Manager will report to the Director of Impact and work collaboratively with all departments in the organization, including Programs, Community Engagement, Development, and Operations.

Competencies and Responsibilities

Core Competencies

- Curiosity and outcome-focused mindset
- Ability to drive meaningful insights and enhance impact through data
- Strong communication skills to explain and contextualize data analysis
- Experience with Zoho CRM or similar database
- Knowledge and/or understanding of data collection tools (surveys, forms, etc)
- Knowledge and/or understanding of data visualization tools (e.g. Zoho Analytics, Tableau)
- Ability to research and design evaluation procedures and tools aligned to best practices
- Work cooperatively and effectively with various stakeholder groups to support data training and reporting needs
- An equity-informed approach to collecting, analyzing, and communicating impact data

Primary Responsibilities

Data Analysis and Reporting can include:

- Create, update, and roll out reports and dashboards for staff in Zoho CRM or spreadsheets. Serve as owner of key organization-wide dashboards.

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- Conduct data analysis and report on outputs, outcomes, and impact. Support the disaggregation of data by race, gender, ethnicity, location, program participation to report on equity results.
- Design stakeholder-facing data reports for entrepreneurs, volunteers, board members, policymakers, and new partners.
- Work with the Development department and staff to ensure accurate and timely reporting on requirement/results-based funding and partnerships.

Manage Evaluation Projects can include:

- Serve as lead for data collection, entrepreneur outreach, data cleaning, and initial analysis for Impact Surveys, collected from entrepreneurs 3-4x per year.
- Manage evaluation, reporting, and data sharing plans for new sites as the organization grows.
- Support the annual publication and communication of our Social Return on Investment.

Zoho CRM Oversight can include:

- Research and resolve CRM data issues, support data adaptations, and design data entry norms.
- Help design and build surveys that are aligned to outcomes and evaluation plans, integrate survey results with Zoho CRM, and monitor and edit existing surveys.

Evaluation Tool Research, Design, and Integration can include:

- Support the research, tool development, and integration of the Impact Department’s strategy and growth projects. This includes a data-informed approach to mapping stakeholder journeys, identifying needs and high-impact interventions, and evaluating results.

Training and Support

- Work with and provide support to RMMFI stakeholders (staff, site partners, etc.) to understand their data analytics needs and leverage data as a learning tool.
- Can include contributing to building a culture of data-informed decision making at RMMFI.

Other Duties: Perform other duties as assigned. Work with the Director of Impact on special organizational projects as the need arises.

If interested, please submit a resume and cover letter to jobs@rmmfi.org with “Impact Manager” in the subject line. Applications accepted until position is filled.

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of skills and abilities required to do the job. Rather they are intended only to describe the general nature of the job.

In all their dealings, the Rocky Mountain MicroFinance Institute does not discriminate based on: age; ancestry; creed; color; mental or physical disability; gender; gender identity, expression or characteristics; marital status; national origin; political service or affiliation; race; religion; sex; sexual orientation; veteran status; or any other classification protected by federal, state or local law. RMMFI is also committed to an equitable and inclusive work environment.

Revised 25 April 2019

