



15279 Alton Parkway, Suite 300
Irvine, CA 92618

freewheelchairmission.org

Job Title: Monitoring and Evaluation Manager

Location: Free Wheelchair Mission, Irvine CA

Reports To: Director of Programs

Status: Full Time Non-Exempt

Free Wheelchair Mission (FWM) is a humanitarian, faith-based, non-profit organization based in Irvine, California, USA. Our mission is to provide the transforming gift of mobility to people with a disability living in developing nations as motivated by Jesus Christ.

There are an estimated 75 million people around the world today in need of a wheelchair. We are focused and committed to being a leading provider of mobility in developing countries, but beyond placing a recipient in a wheelchair, we are bringing transformation that opens doors to education, employment opportunities, and community that these individuals only dreamed of before receiving the gift of mobility.

Free Wheelchair Mission is seeking a Monitoring and Evaluation Manager who not only meets the requirements of the job but has an interest in being part of an organization that is making a significant difference in the lives of individuals in need throughout the world.

Job Summary:

The Monitoring and Evaluation Manager will improve upon existing, and develop new, monitoring and evaluation plans, tools, data management, analysis, and program reporting. The focus will be on strengthening FWM's current M&E system, building capacity of partners and staff as well as improving alignment and support to our International Distribution Partners.

Responsibilities:

- Manage the development and implementation of a Monitoring and Evaluation program to measure the efficacy, consistency, and outcome of programs in the field.
- Manage International Data Collectors (Independent Contractors).
- Develop effective strategies for remote data collection, data analysis and sharing of information.
- Work closely with the Programs Team to ensure compatibility, consistency and coordination between M&E and all running programs.
- Assist in Logic Planning - provide input into the development of future programs projects (Cross-Operational).
- Up to 30% of the time will be spent traveling domestically and internationally.
- Other duties and tasks assigned by direct supervisor.
- Occasional evenings and weekends required.
- Share the message of Free Wheelchair Mission and our vision.

Minimum Experience and Required Skills:

- Bachelors' Degree is required and ideally in one of the following fields: demographics, policy analysis, statistics, public health or related social science field is required. Masters' Degree is preferred or Bachelor plus an advanced certificate in M&E, statistics or social sciences preferred.
- 1-3 years of experience with planning and program evaluation, developing tools and indicators, managing surveys, remote data collection and analysis in a non-profit setting. (qualitative, quantitative mixed method and impact data collection)

- Experience with database management, online survey platforms and data visualization techniques
- Applicants must be currently authorized to work in the United States. No sponsorship is available for this position.
- Proficiency in MS Office applications, including highly advanced Excel skills (e.g. pivot tables, vlookup, charts/graphs)
- Excellent oral and written communications skills with the proven ability to produce well-crafted reports and clearly present complex information to various audiences.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to **50** pounds.

Compensation:

Dependent upon qualifications and experience.

How to Apply:

Please send cover letter and resume addressing your experience in regard to the responsibilities and qualifications listed above to jobs@freewheelchairmission.org with **Monitoring and Evaluation Manager** in the subject line.

No phone calls please.

Free Wheelchair Mission is an EQUAL OPPORTUNITY EMPLOYER. This position is employed “at will” by Free Wheelchair Mission.