Job Title: Data and Evaluation Specialist  
Reports to: Director of Inclusion and Program Impact  
Supervises: N/A  
Classification: Non-exempt status; full time (40 hours per week)

Who we are
With nature as our catalyst, we energize youth to discover their spark so their futures glow brighter. Youth spend 90% of their time indoors. Camp Fire Minnesota addresses this challenge by delivering culturally relevant, nature-based programs at Tanadoona, Camp Bluewater, and throughout the community to over 6,500 youth from all backgrounds each year. We help youth “light their spark within” through summer camp, environmental education & STEM classes for schools, and community-based out-of-school time nature programs. We are proud to offer inclusive and welcoming programs to youth in the community. To this end, 40% of Camp Fire youth participate at reduced or no cost. As a result of their Camp Fire experience, 92% of youth report valuing nature and stewarding the environment.

What’s getting us inspired
We are passionate about learning from and partnering with others doing great work. We are inspired by:

- The Atlantic and REI’s *Five Ways to Make the Outdoors More Inclusive: An Action Plan for Change*
- Thorne Nature Experience’s philosophy and approach to delivering culturally meaningful nature experiences
- Children & Nature Network, Outdoors Alliance for Kids, The Alliance and other advocacy groups dedicated to connecting all youth to nature
- Shinrin Yoku or ‘forest bathing’ as a tool for nature connection, healing and well-being

Where we are headed
Camp Fire Minnesota envisions a future where *all youth* have access to nature – and nature is the catalyst for change in their lives. We believe the well-being of our children, community and planet depends on nature connections that range from outdoor play to environmental education to nature-based healing.

Position Overview
The Data and Evaluation Specialist is responsible for maintaining and building effective data management throughout the organization, including programs, development and communications. Collaborating with programs team, they ensure program evaluation and outcomes measurements are collected and reviewed. Additionally, they assist leadership with reporting and grants. Ultimately, this position plays a key role in helping Camp Fire leverage data in decision making and providing quality programs and experiences.
Primary Responsibilities:

Data Entry, Analysis & Management (40%)
- Responsible for data entry and data upkeep across systems, maintaining high data integrity and confidentiality
- Programs Support
  - Enter and manage participant registration
  - Compile and analyze evaluation results
  - Support consistent program evaluation across all programs
- Development & Communications Support
  - Enter and manage constituent profiles and gifts for development and communications
  - Use Raiser’s Edge to create customized lists
  - Import large data sets into Raiser’s Edge
- Provide ongoing data collection training and support to staff, including survey design
- Provide database technical assistance to users & maintains data collection tools
- Ensure database systems, tools and software are operating efficiently across the organization

Evaluation Coordination & Support (15%)
- Monitor and communicate evaluation updates, progress and follow-ups with relevant teams in a timely manner.
- Use data collection plan to coordinate and collect qualitative and quantitative participant data in collaboration with programs, finance, marketing and development teams
- Create and update Survey Monkey and paper surveys across organization
- Research and provide insight on process improvements and resources needed to strengthen evaluation and data collection

Reporting (25%)
- Provide regular reports (weekly, monthly, quarterly) to support high quality programs and customer service, as well as inform organizational decisions.
- Use report functions in database systems and spreadsheets to identify patterns, dips, and connections within the dataset
- Collaborate with Programs team on recording and reporting program-related data, including attendance, registration, surveys, partner-level program impact, etc.
- Collaborate with Finance team for fundraising reconciliation, sales reports, etc.
- Collaborate with Marketing & Development team for list management, appeal reports, constituent record updates, etc.
- Assist with accessing relevant data for grant proposals, updates and final reports
- Use data visualization to increase understanding and excitement around data

Administration (20%)
- Maintain up-to-date paper and electronic filing
- Develop and updates relevant training manuals and guides
- Serve as phone/email backup for the receptionist
- Participate in staff meetings, workshops, and classes.
Experience

- Bachelor’s degree in Human Services, Program Evaluation, Statistic or related field; or equivalent professional experience
- 2+ years data evaluation experience in a nonprofit/social service setting
- Strong communication skills, both verbal and written.
- High level of honesty, integrity, accountability and professionalism.
- Desire to work in a collaborative environment and provide a high level of customer service.
- Ability to positively partner with employees at all levels and external partners.
- Demonstrated IT proficiency with computer applications and data systems
- Database oversight experience including data entry and knowledge of data fidelity best practices.
- Proven ability to problem-solve, multitask, work independently, and meet deadlines with a discerning eye for detail.
- Experience working with diverse populations.
- MS office, including advanced Excel skills; Preferred: experience with Survey Monkey, Active Camp & Class Manager, and Raiser’s Edge.

Salary and Benefits

Salary range $35,000-39,000 based on experience. Competitive benefits package, including 3% retirement contribution and sabbatical policy.

Application Instructions

Please submit resume, cover letter and three professional references to: hr@campfiremn.org. Include “Data & Evaluation Specialist” in subject line.

Camp Fire Minnesota is strongly committed to addressing environmental justice.
We encourage candidates with diverse experiences and backgrounds, Black, Indigenous and people of color, LGBTQIA+ individuals, and unemployed persons to apply.