Position Profile

Monitoring and Evaluation Specialist

The Organization

Cross International, founded in 2001, is a Christian international non-profit working to mobilize the global Church to transform the poor and their communities materially and spiritually for the glory of Jesus Christ. Cross International is poised to take a leap into becoming a significant global agent in this and seeks an entrepreneurial and bold Advancement leader who loves the poor and embraces the privilege of serving “the least of these.”

Our Vision

Christians united in overcoming physical and spiritual poverty.

Our Mission

We empower the Body of Christ to transform the poor and their communities, physically and spiritually for the glory of Jesus Christ.

Who We Are

At Cross we submit our work to God, seeking His inspiration and leading in everything we do. At our corporate headquarters in South Florida, this is a part of our daily routine. We begin each workday gathered together to focus on our faith and look to our true leader: Jesus Christ. Each morning a different staff member takes a turn leading the entire staff in prayer and devotions. Alternating inspirational activities the rest of the hour.

Our Core Values

Cross International
Monitoring and Evaluation Specialist

Position Title: Monitoring and Evaluation Specialist
Department: International Programs
Reports to: Director of International Programs

Position Summary: Reporting to the Director of International Programs, the Monitoring and Evaluation Specialist (MES) will serve as an integral member of the International Programs team that will lead monitoring and evaluation (M & E) efforts with creating and implementing a comprehensive system that will track indicators from CI supported programs. The successful candidate will be a highly motivated and passionate individual that will have direct communication with ministry partners. A strong Christian faith and walk with the Lord is required.

Knowledge, Skills & Abilities Required/Preferred:
- Strong Christian faith
- Good written and verbal communication and interpersonal skills
- Experience with M & E
- Experience with developing sectoral criteria
- Tracking and recording field-based data and information.
- Responsive to communication (emails, calls, meeting requests)
- Foreign cultural awareness/sensitivity
- Highly detail-oriented with the ability to manage large volumes of data
- Strong time management skills
- Experience working as part of a team
- A passion and general understanding in International Development
- General knowledge with the project cycle and use of SMART Objectives

Essential Responsibilities:
Planning
Developing strong M&E systems require a great deal of planning. This position plays a key role in facilitating the input of project staff, partners and other stakeholders in project design and measurement activities. Responsibilities include:
- Providing expertise in M&E planning and methodology
Participating in and providing support to project design activities including development of project theories of change and strategic frameworks
Developing a Monitoring and Evaluation plan for Field Partners and for Organization strategy
Helping determine performance and impact indicators and targets
Providing support to proposal development for M&E components

Day-to-Day Monitoring and Evaluation Activities
This position plays an essential role in tracking and updating M&E data as well as ensuring the data is of the best quality possible. Responsibilities include:
Implementing monitoring systems and designing monitoring tools
Developing data collection tools
Monitoring project activities, outputs and progress towards anticipated results
Working with data platforms, databases and select technologies to capture and organize data
Training field partners in monitoring and evaluation processes and providing ongoing coaching
Conducting or providing support and information to data quality assessments

Analysis and Reporting
Once the M&E system has been implemented and data collection processes established, the position will proceed with the analysis and reporting of data. Responsibilities include:
Determining data analysis procedures and use of quantitative or qualitative analysis tools
Cleaning, sorting, categorizing and organizing data
Analyzing quantitative and/or qualitative data
Summarizing findings
Draft reports and assist with communications with project results to donors and other stakeholders

Knowledge Management
M&E professionals often provide much support to knowledge management processes within their organizations. Responsibilities can include:
Contributing to field partners’ learning processes
Convening communities of practice and other organizational learning practices
Tracking best practices in monitoring and evaluation
Further Responsibilities

- Assist with the processing of cash grants through submitting monthly payments, transfer reviews, payment confirmation, notifications, provide advice on trouble shooting, record and maintain payment tracking;
- Respond to all field requests for assistance from ministries not being currently funded;
- Represent the International Programs Department as needed;
- Travel to international-based field partners to discuss programming, planning, M & E and partnership;
- Assist with maintaining annual Factsheets and program portfolios;
- Provide input and assist with supplying field content with communications and marketing information;
- Draft reports, proposals and external content as needed;
- Various other duties as assigned;
- Track review Ministry plans, budgets, and annuals MOUs

Education or Certification Requirements:

- A minimum of a bachelor’s degree in business administration, communications, international studies, non-profit administration or a related field.
- Fluency in Spanish or another foreign language is strongly preferred.

General Requirements:

- Is a person of committed, mature Christian faith.
- 2 years of leadership experience with at least 3 years in nonprofit organizations.
- Will be an active member/attender of a local Christian church and is a contributing part of a local body of believers.
- Has a deep desire, a calling, to serve the world’s poor and has high energy and passion for CI mission.
- Is eager to participate in the active Christian community at CI.
- Thrives and is able to lead and work in a changing environment, and to focus on growth while maintaining excellence in practices.
- Strong project management skills with the ability to balance competing priorities and situations, and adhere to deadlines.
- Ability to work effectively with the President/CEO as a key leader and the Director of International Programs.
• Ability to work both independently without close oversight and as a team player who will productively engage with others at varying levels of seniority within and outside Cross International.

• Is a person who has a sense of humor and enjoys co-workers and the workplace.

For more information about Cross International
visit our web site at https://crossinternational.org

To apply please submit your resume to hr@crossinternational.org