M&E and Research Manager

Who We Are
Grassroots Economics works to improve livelihoods in low-income areas. The challenges in those communities is expensive credit, volatile incomes and money flowing out of the community when purchasing products and services from outside. We work with cooperatives of businesses in low-income areas in Mombasa and Nairobi and are increasing their efficiency and profits. All our business activities are geared at funding and supporting marginalized communities. We give rural and slum communities the ability to create their own credit backed by the business assets of the cooperative. We believe prospering economies come from thriving communities and need someone who believes in the positive potential of Uchumi Mashinani.

We currently work with over 1,000 businesses and are expanding to rural areas this year. A recent documentary on our work: https://youtu.be/1awCx-eJB0I

Why work with us?
Grassroots Economics seeks to be a leader in Financial Technology with a unique product of Community Currency. You will learn a lot! You will have the chance to help marginalized communities excel and build business management capacity in others.

About The Team
Our small and growing team is highly committed, we share information and learn together. We are self-starters and passionately believe in community development. We do exchange visits between Mombasa and Nairobi and hold our annual strategy retreat at the coast. We entrust you with great responsibility and match this with freedom and space for ideas.

Over the last year, Grassroots Economics Foundation’s activities have grown a lot, with plans to exponentially scale in the next 12 months. Our Operations team enables and supports all field activities. The department also collects and analyzes community and member related data, and develop solutions and systems that improve the members living environment. We combine innovative modern project management practices with a customer service mentality to support our rapidly growing team.

About This Role
As the M&E and Research Manager you will lead the way in gathering and analyzing community and CC related data, do research into related fields and work with other team to monitor project implementation and effectiveness. You will also prepare reports and be a thought leader for any monitoring, data gathering and analytical challenges.

Over time you will transform the M&E capabilities of GEF into a top-of-the-line practice and build the M&E team. Furthermore, you will use the gathered research and data to lead and assist in grant and proposal writing projects with an aim to raise a considerable amount of funding for our projects.

You will begin this journey in Nairobi, but we expect that you will also duplicate your successes in Mombasa and any other regions GEF is active in.

What You Will Do

A. System Building
- Analyze current GE M&E systems and processes
- Build M&E monitoring systems

B. Monitoring
- Monitor all project activities
- Develop M&E reports in line with company OKRs
- Monitor overall program progress and work closely with Program Manager

C. Evaluation
- Evaluate effectiveness of projects and programs
- Recommend improvement
- Identify challenges and opportunities

D. Research
- Research further triple bottom line opportunities
- Research business and project partners, funders and investors

E. Fundraising

Learn more at https://www.grassrootseconomics.org/
M&E and Research Manager

- Gather marketing and investor/donor related data
- Design and write grant and investor proposals and supporting materials

E. Team Management
- Develop and build M&E Field team
- Coach, lead, train and manage M&E team members

Your deliverables will include
- Develop M&E system for the entire organization
- Develop Excel models, databases and statistical models - stata analysis
- Preparation of weekly, monthly and quarterly reports based and in alignment with defined OKRs and KPIs
- Create any other reports on demand by Project Manager and SLT
- Create and monitor work plans for department staff
- Monitoring or program and project plans
- Identify, prepare solution recommendations and escalate challenges to SLT
- Create donor and investor proposals and materials

What You Should Have
Strong passion for progress in low-income areas and empathy to relate with small business owners and the community. You are interested in the larger questions of building economies, livelihoods, collateral, lending and credit questions. Excited to get on the ground, roll up your sleeves and work with our team to figure out what needs to be done to scale GEF.

You Should Bring To The Table:
- Bachelor’s Degree, economics, M&E Community Development or any related field required
- Minimum of five years experience M&E for large East Africa based organizations with sizeable field operations
- Experience operating in bottom-of-the-pyramid environments in urban slums and rural areas
- Proven track record of grants and proposal writing with successful completions and acquisitions
- Solid ICT skills with strong software development experience

If You Also Have.....
- Master’s degree, economics
- Proven track record developing complex M&E models
- Database development
- PMP, PRINCE2 certification
- Team management
- Training experience

....., it would present you with an unique edge in this recruiting process.

In Addition, You Are
Energetic, enthusiastic, flexible & self-motivated to do what is necessary to get the job done. Comfortable working in a startup culture that is dynamic, unstructured, and frequently changing with ambitious international expansion plans. Self-directed and intellectually curious, seeking feedback in the pursuit of continuous improvement. A collaborative problem solver who seeks the opinions of other teammates and departments in the development of creative and sustainable solutions, and able to work independently with minimum supervision

What We Expect
You will be based in Nairobi and work from our main office. You will visit our community operations frequently and interact with CC members. Occasional travel to visit the Mombasa project sites will be scheduled as needed.

You will work closely with the Chief Operations Officer who is also based in Nairobi. And work closely with the operations team on collaborative projects.

Do You Want To Join Us?
- First, read this guide on how to submit your application and tips on our selection process: http://bit.ly/CandidatesGuide. While we will deviate for some elements of this guide, it presents a good guideline on how Grassroots Economics Foundation goes about its hiring.

Learn more at https://www.grassrootseconomics.org/
- Prepare a cover letter that details your achievements as well as your motivation for applying this role and joining GEF
- Create a CV that does not extend above 3 pages and highlights your achievements and your work history quickly
- Write an introduction email and attach your cover letter and CV in PDF to it
- In the subject line write “M&E Manager application – YOUR FULL NAME”
- Send your application to emanuelge+g1updfs9yju0had4gmhb@boards.trello.com

Deadline for applications is the 17th June 2018. Interviews will be held on a rolling basis. Best of luck!

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