

HISPANIC UNITY OF FLORIDA JOB DESCRIPTION

Job Title: Associate Director - Data Management and Evaluation
Reports to: Vice President of Operations
Classification: Managerial – Exempt
Date Prepared: August 2026
Last Update: September 2026

CHANGE LIVES...AND MAKE A DIFFERENCE!

At HUF, we change lives every single day – in small and big ways. We do not get everything right all the time, but we are certainly committed to getting the most important things right most of the time. If you want to join an exceptional organization that works tirelessly to ensure that everyone is empowered to live their American dream, please continue reading...

It is imperative that all applicants have a general understanding of the HUF brand and share in the HUF values, as it serves as the foundation for how we treat each other, our clients, our funders, and everyone we come in contact with. Those values include but are not limited to Integrity, transparency, respect, dignity, accountability, diversity, cultural awareness, commitment to excellence, collaboration, and teamwork.

Position Summary:

The Associate Director of Data Management and Evaluation (ADDME) serves as HUF's lead for data management, evaluation, performance measurement, and organizational effectiveness. Working closely with departments across the organization, the ADDME oversees the systems, processes, and structures needed to measure outcomes, monitor progress, ensure data integrity, and generate meaningful insights that support accountability, continuous improvement, and innovation.

The position manages the organization's performance measurement and evaluation efforts, including scorecards, dashboards, data analysis, reporting, internal audits, and organizational accountability processes. The ADDME plays a key role in supporting readiness for internal and external audits by ensuring data quality, compliance with reporting requirements, accurate documentation, and timely responses to audit and monitoring requests. The position oversees the design, implementation, and continuous improvement of HUF's data management system; promotes consistent data practices across departments; coordinates evaluation activities; and leads the tracking and reporting of progress on the organization's strategic plan.

Through the analysis of organizational and program data, the ADDME provides strategic insights and recommendations that inform decision-making, improve program and operational performance, identify emerging opportunities, and support organizational innovation. The position also leads research projects, including client and community needs assessments, and develops reports, dashboards, presentations, and other materials that support organizational learning and planning.

Worksite:

The Associate Director of Data Management and Evaluation works primarily at HUF's Hollywood Headquarters. They may also work from home in accordance with organizational practices.

Essential Duties and Responsibilities:**Performance Measurement and Program Evaluation**

- Manage the organization's performance measurement and evaluation processes, ensuring that outputs, outcomes, and key performance indicators (KPIs) are clearly defined, tracked, and reported.
- Lead the monthly collection, review, analysis, and reporting of program data through organizational scorecards and dashboards, including data validation, performance monitoring, and development of new reporting tools as needed.
- Analyze organizational and program performance data to identify trends, opportunities, challenges, and recommendations that strengthen program effectiveness and organizational results.

Audit, Compliance, and Accountability

- Lead HUF's internal audit processes to assess compliance with contractual requirements, organizational policies, data quality standards, and performance expectations.
- Coordinate and support funder monitoring visits, compliance reviews, and external audits by ensuring the timely collection, validation, and organization of required data and documentation.
- Collaborate with departments to address audit findings, the implementation of corrective actions, and strengthen internal controls and reporting practices as needed.

Data Management Systems and Organizational Capacity

- Manage the design, implementation, maintenance, and continuous improvement of HUF's data management system and reporting infrastructure. This includes providing continuous training, coaching, and technical assistance to staff across departments.
- Establish and monitor data governance practices, policies, procedures, quality standards, and protocols that promote data integrity, consistency, confidentiality, and compliance.
- Partner with departments across the organization to strengthen data collection, management, reporting, and evaluation processes and ensure consistent data practices.
- Coordinate vendor relationships, system enhancements, and data-related projects, and recommend improvements to systems, processes, tools, and reporting methodologies.

Research, Organizational Learning, and Innovation

- Support client and community need assessments in collaboration with relevant stakeholders, using appropriate quantitative and qualitative research methods.
- Compile, analyze, interpret, and synthesize research and assessment data to identify needs, trends, gaps, and opportunities.

- Lead the development and periodic updates of organizational research initiatives, including the State of Hispanic and Immigrant Broward and Miami-Dade Report.
- Leverage research, evaluation, and performance data to inform organizational learning, identify emerging opportunities, drive innovation, and support strategic planning and future organizational growth.

Other Duties:

Collaborate with departments across the organization to redesign services, workflows, and program models that improve client outcomes, operational efficiency, and alignment with HUF's strategic priorities.

Facilitate the development, implementation, and continuous improvement of organizational and program-level Theories of Change, logic models, and impact frameworks to guide strategy, program design, performance measurement, and organizational learning.

*Other Duties as needed

Qualifications:

- Bachelor's degree from an accredited institution in data science, statistics, social sciences, business administration, public administration, research, management information systems, or a related field is required.
- Minimum of five years of experience in data management, performance measurement, program evaluation, research, analytics, or a related area. Nonprofit or community-based experience is strongly preferred.
- Demonstrated experience managing cross-functional data, evaluation, system implementation, or performance reporting projects with multiple stakeholders, deliverables, and deadlines.
- Proficiency in quantitative and qualitative research and evaluation methods, data analysis, data visualization, and interpretation of findings.
- Competency with customer relationship management (CRM) software and relational databases, or the demonstrated ability to quickly learn and manage database systems.
- Advanced proficiency with Microsoft Excel and strong proficiency with PowerPoint, Word, Outlook, and Adobe Acrobat.
- Strong written and verbal communication skills, with the ability to translate complex information into clear, credible, and audience-appropriate findings and recommendations.
- Excellent organizational and project management skills, meticulous attention to detail, and the ability to manage multiple priorities while maintaining quality and accuracy.
- Hands-on, collaborative management approach and the ability to work effectively and independently with staff at different levels and across functional areas.

AMERICANS WITH DISABILITIES ACT (ADA) DEMANDS

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use their hands to finger, handle, or feel. The employee is required to stand, walk, and reach with hands and arms.

Hispanic Unity of Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

“This job description is not an employment agreement or contract.
Management has the exclusive right to alter this job description anytime without notice”