



Impact & Strategy Manager JOB DESCRIPTION

Job Title: Impact & Strategy Manager

Department: Administration

Reports To: Chief Executive Officer

Job Type: Contract/Part-Time/Non-Exempt

Summary:

The Impact & Strategy Manager is responsible for leading One Voice's impact measurement, strategic planning processes, program evaluation, and organizational performance tracking. This individual serves as the primary steward of organizational outcomes, ensuring that One Voice can accurately measure, evaluate, improve, and communicate its impact to stakeholders, funders, and the community.

The Impact & Strategy Manager collaborates closely with the CEO and Program Director to ensure programs are aligned with organizational goals, outcome measures are meaningful and accurate, and strategic priorities are actively monitored and advanced. This role does not supervise staff or oversee day-to-day program operations but serves as a strategic partner in organizational growth and continuous improvement.

Key Responsibilities:

Impact Evaluation Leadership

- Lead the development, implementation, and continuous improvement of One Voice's impact measurement framework.
- Maintain and update organizational outcome measurement systems, including Theory of Change, Logic Models, Key Performance Indicators (KPIs), and participant feedback tools.
- Ensure organizational data is accurate, meaningful, and aligned with strategic priorities and funding requirements.
- Guide organizational learning through data analysis and outcome evaluation.

Strategic Leadership

- Facilitate the execution and monitoring of One Voice's strategic plan.
- Coordinate annual goal-setting processes alongside organizational leadership.
- Track organizational progress toward strategic objectives and key initiatives.
- Provide recommendations that support long-term sustainability, effectiveness, and growth.



Grant & Impact Reporting

- Lead grant reporting efforts related to program outcomes, participant data, and organizational impact.
- Maintain systems for collecting, organizing, and reporting outcome data required by funders.
- Support grant applications, donor communications, and fundraising initiatives by providing meaningful impact data and outcome stories.
- Support the development of annual impact reports and other organizational reporting materials.

Quality Improvement & Organizational Learning

- Evaluate program effectiveness and identify opportunities for improvement.
- Conduct periodic reviews of program outcomes, benchmarks, participant feedback, and organizational performance.
- Facilitate quarterly impact review meetings with leadership.
- Provide recommendations to the CEO and Program Director regarding program effectiveness, trends, and opportunities for improvement.

Board & Leadership Support

- Prepare KPI dashboards and organizational performance reports.
- Support board committees and board meetings with outcome and impact-related information when requested.
- Assist leadership in evaluating organizational readiness for growth, expansion, and new initiatives.

Qualifications:

- Bachelor's degree in nonprofit leadership, social work, public administration, business, psychology, evaluation, data analytics, or a related field preferred.
- Experience in program evaluation, strategic planning, nonprofit management, grant reporting, or organizational development.
- Strong understanding of outcome measurement, program evaluation, and performance management.



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- Experience working with data systems, reporting tools, and dashboards.
- Excellent organizational, analytical, and communication skills.
- Ability to translate data into meaningful insights and recommendations.
- Ability to manage multiple priorities and meet deadlines independently.
- Commitment to One Voice's mission, values, and faith-based approach.

Preferred Skills:

- Experience developing or managing Logic Models and Theory of Change frameworks.
- Experience with grant reporting and funder compliance.
- Experience facilitating strategic planning processes.
- Experience in nonprofit, behavioral health, trauma-informed, or social service settings.
- Strong writing and presentation skills.

Supervisory Responsibilities:

- None.
- Serves as a strategic advisor and collaborative partner to organizational leadership.

Other Requirements:

- Must be 21 years of age or older
- Physical demands may be required in this position
- A valid Texas Driver's License, appropriate insurance, and a reliable vehicle
- Must submit and pass a pre-employment drug test, as well as agree to random drug tests during employment
- Must successfully pass all background screens as required by the state
- Have a record of a tuberculosis screening, showing the employee is free of contagious TB
- Be physically, mentally, and emotionally capable of performing assigned tasks and must have the skills necessary to perform assigned tasks



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Schedule:

- Flexible schedule based on organizational needs.
- Attendance at periodic leadership meetings, strategic planning sessions, and occasional board meetings may be required.
- Some evening or weekend responsibilities may occur periodically.

Future Growth Opportunity:

As One Voice expands programming, increases organizational capacity, and pursues replication opportunities, this position is designed to evolve into a senior leadership role with the potential to become the organization's Chief Impact Officer.

Organizational Information:

OneVoiceHome is a faith-based, state-licensed, trauma informed, therapeutic home for participants of domestic sex trafficking. OVH organized living environment will allow young women to experience a new beginning using an overall holistic approach designed to fit her specific needs. The young women at OneVoiceHome have the opportunity to choose to transform their lives and re-enter the community as a confident advocate for others who need to see that your past does not define you and there is hope after the pain.

Website:

- www.onevoice.care

Facebook page:

- <https://www.facebook.com/onevoicelbk/>

I HAVE READ THE ABOVE JOB DESCRIPTION AND UNDERSTAND THE EXPECTATIONS IN PLACE FOR MY EMPLOYMENT WITH ONEVOICEHOME.

Employee Name (print)

Signature

Date



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