



## Data Manager Job Description

### Position

Job Title:	Data Manager
Organizations:	Building Our Future
Reports to:	Executive Director
FTE/PT:	1.0 FTE Exempt
Date Approved/Revised:	October 2020

### About Building Our Future

Building Our Future is a local movement with a clear purpose: helping every child succeed in school and in life from cradle to career, regardless of race, ethnicity, zip code or circumstance. We refuse to settle for a world where a child's potential is dictated by the conditions into which they are born. We work to break down barriers, change systems and improve educational outcomes for every child and young person in Kenosha County.

The Building Our Future team is passionate, talented and dedicated to achieving our mission. We seek to value all kinds of diversity and work hard to eliminate inequities in ourselves, our partnership, and our communities. Our goals are bold, so we support each other to try new things, have courageous conversations and push for change. As we work, we share learning and progress, use data to make decisions and celebrate our wins.

Building Our Future is a part of StriveTogether, a national, non-profit network of community organizations that reaches more than 12.4 million students across the country. Nearly 70 StriveTogether communities are using a "cradle to career" collective impact model to improve graduation rates, increase kindergarten readiness, and close opportunity gaps in education.

### Purpose & Objectives

The Data Manager is responsible for accessing, analyzing and communicating data and utilizing evidence-based practices to drive systemic change toward success for every child in school, cradle to career. The incumbent will work with the Executive Director, partnership staff, and community partners to help identify goals, measure progress, establish systems for data management and evaluation, facilitate the use of data and research, and communicate progress to internal and external audiences.

At Building Our Future, we are dedicated to eliminating racial inequalities. To be successful in this role, you need to understand the challenges faced by marginalized communities – including by not limited to barriers of race, ethnicity, class, ability, immigration status, gender and their intersections

### Essential Duties & Responsibilities

#### Leadership

- Lead the partnership and the Kenosha County at large to develop strong analytical skills and data literacy
- Convene and facilitate meetings that guide key decisions, present data that measures how issues of equity impact the lives of children, youth and their families, and identify best practices and opportunities for improvement
- Provide guidance and support to data fellow(s), where applicable

#### Data and Research

- Drive the shaping of data into identify system gaps and track progress toward closing those gaps
- Work with staff and partner organizations to obtain and deploy needed data which supports a continuous improvement model

- Identify and prepare data content, including charts, graphs and narratives for collaborative action teams, governing boards and public communications and presentations
- Establish new data gathering and analysis techniques within the partnership
- Maintain the partnership dashboards on the website, using Tableau

### General Administration

- Lead the development of the annual report and ensure that all data is accurate and timely
- With the support of the Director of Impact to update the civic infrastructure assessment (CIA) annually
- Meet regularly with the Executive Director to set timelines, milestones and checkpoints that ensure timely implementation of activities and achievement of outcomes (e.g. goal setting, interim measurement, analysis and reporting).
- Maintain up-to-date records, which includes files, contact list, and database entries (e.g. Google Drive)
- Support the Mission, Vision and Values of Building Our Future and abide by applicable standards of conduct, policies and procedures
- Perform other duties (or functions) as assigned

### Oversight and Coordination

- Receives general guidance with respect to overall objectives.
- Conducts work independently (e.g. without direct, daily supervision from Building Our Future) while keeping the partnership appropriately apprised of key developments
- Ensures that work is coordinated and aligned with Building Our Future messaging and strategy.

### Education and Experience

- Bachelor's degree required with three (3) or more years of relevant work experience, preferably in field a of research and data analysis, statistics, economics, continuous improvement, or program evaluation. Master's degree a plus.
- 1-3 years' experience with a data visualization software, like Tableau
- 1-3 years' experience in data analysis using R or Python or similar software
- Proficiency in the Microsoft Office Suite, especially Excel and PowerPoint
- 1-3 years' experience in program development, management, and/or evaluation
- Experience conducting and presenting simple and complex data analyses
- Experience leading and/ or coordinating team projects with demonstrated results
- Experience with a continuous improvement process preferred
- Successful completion of background check, health screening, and drug test are required for this position

### Qualifications & Compensation

- **Focus on Equity:** committed to advancing personal and organizational understanding of identity, disparity and equity in Wisconsin and ability to act in strategic ways to address those issues. Comfortable reflecting on engaging others in difficult conversations and strategic actions to address inequities along lines of race and income, among others.
- **Communication:** excellent written and oral communication skills and strong interpersonal skills. Ability to build trust and rapport with a variety of audiences.
- **Critical Thinking and Problem Solving:** excellent ability to think strategically, break down complicated problems, and include diverse stakeholders in reaching solutions
- **Data Infrastructure Knowledge:** understanding local and statewide research and data sources, including from the Wisconsin State Department of Public Instruction and University of Wisconsin System
- **Research and Data Analysis:** ability to facilitate others in articulating research questions, guide processes and methods for conducting analyses, and synthesize findings. Skilled in data analysis, visualization, and distilling takeaways.
- **Planning & Organizing:** strong project management and organizational skills, ability to juggle and follow through on multiple competing priorities, manage details and work independently. Proficient in Microsoft Office Suite applications and web-based applications and databases.
- **Adaptability:** champions change and guides partners in implementing and accelerating continuous improvement processes; ability to adapt in a fast paced, ambiguous environment.
- **Relationship Building and Collaboration:** demonstrates the ability to develop relationships and facilitate consensus among diverse stakeholders and professionals in sectors such as education, government, nonprofit, civic, etc.
- **Shared Values:** ability to support the mission, vision and values of the organization and abide by applicable standards of conduct, policies and procedures. Must be honest.
- **Compensation and Benefits:** The salary range is \$55,000 - \$65,000 per annum as well as employee benefits including health, dental and paid time off.