

UNITED WAY OF EAST CENTRAL IOWA

Job Description Form



Job Title/Dept: Data and Analytics Manager	
Reports to: Sr. Program Manager, Community Building	
Type of position (Double-click the box): <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Regular <input type="checkbox"/> Part-time <input type="checkbox"/> Specially funded <input type="checkbox"/> Intern <input type="checkbox"/> Temporary	Hours <u>40</u> / week <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
Supervisory Responsibility <input type="checkbox"/> Yes <input type="checkbox"/> No Number of Direct Reports ____	Other Skills
CORE VALUES AND COMPETENCIES	
<u>Values</u> <ul style="list-style-type: none"> • Relationships • Excellence • Learning • Service • Leadership • Collaboration • Innovation • Integrity 	<u>Core Competencies</u> <ul style="list-style-type: none"> • Relationship Oriented • Results Driven • Brand Steward • Collaborator • Mission Focused
PRIMARY PURPOSE	
This position supports the goal-setting, progress measurement and evaluation of the collaborative, multi-agency project. This position designs and supports the processes, systems, and tools that make information accessible, understandable, and used to facilitate relationship building and continuous improvement processes.	
ESSENTIAL JOB FUNCTIONS	
Major Area of Responsibility	Tasks Undertaken to Accomplish the Essential Function (What do you do and why do you do it?)
Data system administrator	<ul style="list-style-type: none"> • Communicate the vision for the data system to the entire organization and its partners. • Determine what data are necessary to measure outcomes critical to the organization and how the data should be reviewed, analyzed and acted upon on a regular basis • Manage User Accounts: Ensure that each account has the appropriate level of access in the software. • Align user duties and reporting needs: Integrate the duties of the users with the needs for performance management reporting and external funder reporting. Communicate this through continuous training and review. • Coordinate and communicate with key partners, vendors and UW tech staff re: key issues and technology needs.
Analytics, Learning, and Evaluation	<ul style="list-style-type: none"> • Establish standard processes to evaluate progress. • Collaboratively design dashboards that clarify progress and results at all levels. Keep these dashboards updated and track their usage. Design and help implement a plan that has staff and partners use

	<p>these dashboards in daily work.</p> <ul style="list-style-type: none"> • Conceptualize and implement a multi-year strategic evaluation plan. Support program staff, partners and external consultants to complete analytical work. Communicate results by preparing communications about the impact of initiatives. • Developing data competencies – build team and partner competencies around locating and using data for continuous improvement around community level outcomes. Develop trainings for staff/partners. Assess the effects of training on behaviors and outcomes. • Stewarding data. Promote the privacy and security of data that is shared among partners. Stay current on complex, ever evolving privacy issues and best practices. Conduct quarterly and year-end evaluations in partnership with Program Manager and Vice President, Community Building.
Quality Assurance	<ul style="list-style-type: none"> • Periodically audit the structure of data system to ensure it serves the purpose intended for capturing and reporting data. • Enable and disable new functionalities as required for optimal evaluation and reporting. • Ensure quality of outcomes. Create the process for a regular review of efforts towards outcomes (for example values, number of efforts, time spent and notes) that is conducted by well trained staff. • Review all custom reports/ case management reports for accuracy and timeliness or ensure that your organization has a process in place for a regular review conducted by appropriate staff. • Assess gaps in data and make sure those gaps are filled, as necessary. • Design and implement Compliance Reporting: Design reports and queries to determine which standard reports best provide the necessary information to determine if data system is being used efficiently.
Builds Successful Teams	<ul style="list-style-type: none"> • Ability to build consensus and/or collaborate through facilitation, group process and convening skills • Demonstrate effective group facilitation, decision-making and problem-solving skills • Brings people together to effectively to successfully execute tasks • Ability to recruit, motivate, inspire and lead staff and volunteers in a team environment

Required Qualifications

Education:

☐ High School Diploma/GED

☐ Associate Degree (2 year program)

☒ Bachelor's Degree

☒ Master's Degree

Describe any specific field of study: Background in Analytics, Information Systems or related fields preferred

Required

☐
☐
☒
☐

Preferred

☐
☐
☐
☒

Work Experience: Check the box that identifies the amount of previous work experience.

☐ No previous experience

☐ 1-3 years

☒ 3-5 years

☐ 5-7 Years

☐ 7 or more years

Job Skills and Attributes

- Innovation and Creativity - Remains open to new ways of doing business. Critically examines rules to see if they have outlived their usefulness. Flexibility, adaptability and openness to change. Commitment to continuous learning.
- Action Oriented/Results Driven - Demonstrate strong drive to achieve meaningful results and ability to follow-through on

commitments. Able to anticipate and resolve problems effectively. Work on concurrent assignments and meet deadlines.

- Effective Communication - Prepare clear, complete and concise reports. Ability to work effectively with volunteers and staff. Must have ability to maintain confidential information. Good interpersonal and relationship building skills.
- Cultural Competency - Ability to understand, communicate with, and effectively interact with people across cultures.
- Relationship Management – Works to understand, relate to and engage constituents to improve their experience with our brand and generate more significant relationships with them. Generates and grows relationships to drive positive impact for the community on issues we've identified as being important.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be frequently required to use finger and hand motion and occasionally required to stand, walk and reach with hands and arms. The employee must occasionally lift and/or move objects up to 20 lbs. Specific vision abilities required by this job include close vision and ability to adjust focus.

ACCOUNTABILITY AND DECISION MAKING –What rules or procedures limit the activities and authority of this position?
What judgments and decisions are being made?

- This position must coordinate and communicate regularly with the VP Community Building regarding the vision and strategy of the UW CI plan.

Note: This job description indicates the normal type and level of work expected of the incumbent. Incumbent may be asked to perform other duties as apparent or assigned.