

## Position Summary:

The Data Analytics and Reporting Specialist will partner with the Director of Research, Evaluation, Impact, and Learning (Director of REIL) to develop the systems and processes necessary for a culture of learning and continuous improvement and to execute the strategic direction of the Research and Evaluation team at The Contingent.

As The Contingent seeks to demonstrate excellence in mobilizing community and empowering leaders across Oregon and around the country, this leader will focus on developing and communicating research insights, working closely with the Director of REIL, The Contingent's CEO, Grant Writer, and Program Directors. The work will include rigorous study of program goals, formation or revision of logic models and theories of change, establishment of metrics, refining of data collection, analysis, and publication in multiple formats internally and externally.

This role presents the opportunity to develop thought leadership regionally and nationally on issues related to The Contingent's initiatives and work, including innovative uses of technology, addressing inequality and social mobility, and impacting child well-being. The work is dynamic and multi-faceted, requiring agility across technology, analytics, writing, and organizational relationships.

Because of the multiple facets of the role, candidates should demonstrate strengths in one or more of the following areas, and, more importantly, the ability to learn and apply new knowledge across multiple areas:

1. Gathering, extracting, cleaning, and presenting data through Microsoft Dynamics 365 and Power BI
2. Writing evaluation plans, reports, and creating other documents that support a culture of evaluation and learning
3. Research and writing in social science related areas, including literature reviews and analysis of qualitative data
4. Data-related programming skills (Python/R) and/or knowledge of more advanced data science theories and techniques (machine learning, neural networks, deep learning)
5. Analysis, organization, and presentation of marketing analytics, especially as related to social media and website performance

With data as their foundation, this leader will be passionate about understanding the story of The Contingent's initiatives and sharing this story through data-driven insights, questions, and opportunities for collaboration and further investment. This leader will bring a unique knack for organizing data outputs in preparation for evaluation.

The Contingent is looking for a Data Analytics & Reporting Specialist who is enthusiastic about leveraging data to influence systems change. The ideal candidate will have an acumen for data visualization and storytelling and a desire to grow the efficiency and effectiveness of initiatives across the organization. The Data, Analytics & Reporting Specialist will be a skilled writer and data visualizer who is creative, curious, collaborative, and highly communicative.

## Duties & Responsibilities:

### Data Collection, Analysis, and Organizational Learning

- Clean data (for accuracy), monitor data integrity and refine data collection processes, protocols, and implementation
- Coach field staff and initiative directors on best practices for data collection
- Work with the CX Team (Community Experience Team) in conducting data entry audits
- Work with technology team to develop functionality and accessibility of reporting and data systems
- Partner with the Director of REIL to champion continuous learning at The Contingent

### Communication, Data Visualization & Reporting

- Provide meaningful summary data for external marketing, communications, and fundraising
- Develop digestible and action-oriented reports for internal development and program improvement
- Co-author concept papers alongside the Director of REIL and staff connected to the Action Lab
- Synthesize Research and Evaluation team's findings for various stakeholders including partner organizations, businesses, and agencies
- Partner with Director of REIL to map evaluation metrics along program outcomes (including grant requirements)
- Partner with initiative directors to develop Power BI reports that reflect measurable program outcomes and align with funding expectations

### Knowledge, Skills, and Abilities:

- Experience in successfully working with a diverse group of constituents utilizing multi-cultural intelligence, intentional listening, and appreciation and respect
- Results-oriented and proven data analysis and communication skills with a desire to provide continuous improvement in organization's research, evaluation, and reporting infrastructure
- Effective communicator with strong writing and data visualization skills
- Possess cultural and emotional intelligence and an ability to work with a diverse group of leaders
- Effective project manager with a focus on being self-directed and goal-oriented, proactively collaborating externally and internally
- Experience in coaching, training, or otherwise partnering with those less familiar with data analysis, preferred
- Experience with or desire to learn program design, logic model and theory of change development, preferred
- Skilled in qualitative and quantitative data collection, analysis, reporting and visualization; and dashboard development
- Technical writing skills, preferred

Please note: This role is viewed as a growth opportunity and the Director of REIL will work closely with this individual as they refine their skills and bring their experience to this work

### Personal Qualifications:

- Commitment to the mission of The Contingent, including Every Child, Know Me Now, Emerging Leaders, and Survival Is Not Enough (SINE)
- Relates well and works effectively with diverse groups of people who represent the range of ethnic, cultural, and socio-economic backgrounds throughout Oregon
- Ability to articulate a position on the importance of the faith community engaging vulnerable children, youth and families
- Deep commitment to serving vulnerable kids and families and those in government who work with them
- Deep commitment to increasing the diversity of leadership around the state of Oregon
- Demonstrates a passion for operational, administrative, and project management excellence
- Bachelor's degree required; Master's preferred (or equivalent experience)
- Flexible and receptive to constructive feedback
- Self-motivated and team-oriented
- Administrative and documentation-oriented
- Creative and resilient
- Naturally positive attitude, with a love for helping people
- Legally eligible to work in the United States

### Employment Terms, Accountability, and Compensation:

- Full-time position
- Competitive salary, commensurate with prior experience (\$52-58k)
- Work with local and state-wide team of other passionate professionals committed to improving outcomes for children, youth, and families
- Comprehensive benefits including premium medical, vision, and dental insurance (covered fully for employee), generous paid holiday, vacation, sick, personal, and parental leave; flexible work environment

### Anticipated Start Date:

April 11, 2022

### Application Procedure:

Those interested in this position should submit a letter of interest and a resume that includes name, positions, email addresses and phone numbers of three references that may be contacted. Screening of applicant materials will begin immediately, and applications will be accepted until the position is filled.

Application materials should be emailed to [hire@thecontingent.org](mailto:hire@thecontingent.org).