

United Way of the Greater Lehigh Valley Job Posting

Position: Director, Impact Data

Department: Executive Office

Supervisor: AVP, Data & Evaluation

Status: Salary, Exempt, Full-time (37.5 hrs. per week)

Salary Range: \$55k to \$60k

Position Description

Responsible for leading the collection, aggregation, reporting and analysis of all data required to measure and evaluate our community impact including collective impact efforts, UWGLV initiatives and programs, and the work of our partner agencies.

- Lead collaboration across departments to develop data collection tools and processes that support program evaluation, including the development of forms, surveys and reports.
- Extract, transform (sort, organize, clean, format), summarize, analyze, and interpret qualitative and quantitative data for proposals, data walks, reporting, progress monitoring, marketing and communications, and improvement.
- Present findings that allow us to see our work in new ways.
- Innovate how we visually present findings to make them more impactful.
- Drive, develop and manage project timelines.
- Apply a data equity framework to projects and processes.
- Ensure that community partners have the training and information needed to complete reports and fulfill data requests.
- Supervise and develop Data VISTA position.

Work Experience and/or Education

Five years of professional work experience in a range of the following: non-profit management and operations, funder or grantor operations, data research, data analysis, and project management. A related college degree considered in lieu of work experience.

Skills

- Excellent qualitative and quantitative skills, including the ability to examine available data, apply decision rules and analytical methods, and prepare meaningful reports based on analyses that enable strategic actions.
- Ability to lead processes, communicate with and build consensus among a team of varied interests
- Understanding of concepts related to data equity
- Experienced in the collection and aggregation of population level data indicators
- Familiar with data and evaluation systems, proficiency in Ecimpact a plus
- Proficient in Microsoft Windows, Outlook, Word, Excel, Access and Power Point.
- Familiar with GIS or other mapping systems (Community Issues Management, CIM) a plus
- Familiar with data visualization systems (Tableau) a plus
- Understanding of and commitment to the mission, vision, and goals of United Way.

Reasonable accommodations may be made to enable individuals to perform the essential functions. United Way of the Greater Lehigh Valley is an equal opportunity employer.

Benefits Package

In addition to the base pay and annual merit increases this position is eligible for our org-wide performance based annual bonus package which is typically 2%-4% of base pay. The benefits package includes subsidized medical, dental and vision insurance, fully paid life and ltd insurance, a 401k retirement plan with employer contributions and a generous paid leave policy.

Work Location & Schedule

This position is in person in our office in Allentown, PA for at least 70% of the schedule. Our schedule is flexible within normal business hours M-F.

Apply here <https://unitedwayglv.isolvedhire.com/jobs/1033566-289205.html>

