

Fostering an Equitable, Engaged, Empowered Community



CAREER OPPORTUNITY:

Research and Data Associate

Position Posted: 4/9/2024	Application Deadline: 4/28/2024
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- To apply, please send a cover letter and resume to careers@unitedwaydm.org
- For more organizational information, please visit www.unitedwaydm.org

Organizational Summary:

For more than a century, United Way of Central Iowa (UWCI) has played a unique role in bringing together people and organizations from every corner of central Iowa to create and implement initiatives that address the community's most pressing needs. UWCI has purposely leaned into its expertise and has sought out the expertise of others in the community to ensure lasting impact. Growth and adaptation plus tried and true strategies are helping the organization to dig deep and foster an equitable, engaged, and empowered community.

Today, UWCI has sixty-seven employees and is dedicated to authentically engaging nonprofits, businesses, elected officials, community leaders and those with lived experiences to collaborate and implement long-lasting solutions. UWCI remains committed to building upon its work to eliminate barriers and challenges for all central Iowans. The organization invested nearly \$19 million into the community during the fiscal year ending on June 30, 2023.

United Way of Central Iowa was recognized by *The Business Record* as one of the Top 25 Most Influential Nonprofits in the Greater Des Moines region in 2023. UWCI continues to invite and engage new individuals in meaningful impact, working to fulfill the organization's commitment to new and existing areas that promote equity. Our overall strategy – United to Thrive – creates an imperative that all individuals in the community should not just survive but thrive. The United to Thrive focus areas include Essential Needs, Early Childhood Success, Education Success, Economic Opportunity, and Health and Well-Being. See the link above for more information about our organization.

Position Summary:

United Way of Central Iowa is seeking a Research and Data Associate to advance United Way's mission of improving lives by researching, identifying, gathering, and coordinating relevant community data for the organization's advocacy and strategic use. The technical work and community collaborations established and maintained by this position help meet the need and identify measures in the Community Impact United to Thrive focus areas of Essential Needs, Early Childhood Success, Education Success, Economic Opportunity and Health

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& Well-Being This position helps advance UWCI's mission and intentional focus on equity to integrate an equity perspective and framework that center on diversity and inclusion.

In addition to having the appropriate knowledge and experience to successfully perform the accountabilities of the role, the best qualified candidate will be a strong team player with experience in taking complex data and creating user-friendly visuals and written content to tell the story of an organization's work and strategy. A passion for UWCI's mission is a must.

We are committed to building an inclusive team; we invite candidates of all backgrounds to apply. This position offers a full benefits package, a hybrid remote work schedule, (2 days at home, 3 days in the office after 90 days) and a starting salary range from \$61,000 – 65,000 depending on skills and experience.

Essential Accountabilities Include (but not limited to):

- Identify, gather, and organize complex data sets from relevant sources (e.g. American Community Survey, ALICE reports, state/local government, school districts, other organizations, UWCI surveys, needs assessments, various internal data, etc.).
- Simplify complex data into user-friendly displays, reports, and digital content by creating understandable stories, charts, and insights/takeaways including drafting visuals and written content that tell the story of our work.
- Work with design, content, digital strategy, events, and resource development teams to further refine data visuals and content into audience-appropriate graphics and text.
- Collaborate with all Community Impact Officers, the Senior Community Impact Services Officer, and other organizational colleagues to find the necessary data and measures and strategize to further advocate and support United to Thrive strategies and community mobilization efforts.
- Ensure data collected is properly checked and vetted by fellow Research & Data team members or the Senior Community Impact Services Officer.
- Delivers presentations to key audiences and groups based on complex research and results to support the understanding and strategic use of data.
- Project manage and track multiple data assignments and requests in the team's project management tool.
- Provide operational support in the documentation of data Standard Operating Procedures (SOPS), and project organization in MS Teams to support the historical documentation of data projects for future records.
- Stay abreast of key community issues, evidence-based best practices, and research to inform and shape current and future investments, initiatives, and programs that support outcomes for individuals and households throughout central Iowa.

Competencies

- **Analytical Skills:** Ability to develop information and raw data into meaningful conclusions, with technical agility and creativity.

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- **Technical Aptitude:** Ability to relate to topics that require specialized knowledge and understanding.
- **Communication Skills – Oral:** Ability to send tactful and appropriate verbal messages and listen to others' response in order to convey information.
- **Communication – Written:** Ability to write concise, clear letters, reports, articles, or emails including proofing and editing work.
- **Presentation Skills:** Ability to effectively present information to a group.
- **Equity Understanding and Integration:** Ability to integrate an equity perspective and framework within work areas and outcomes that are centered on diversity and inclusion within areas of responsibility.
- **Problem Solving:** Ability to identify problems, brainstorm and analyze answers, and implement the best solutions.
- **Team Player:** Ability to work collaboratively with others towards a common goal or objective and prioritize the collective interests of the team over personal agendas.
- **Self-Motivated:** Ability to reach a goal and perform a task with little or no supervision.
- **Accurate:** Ability to produce error-free work and needing little assistance in meeting quality objectives; must be extremely detail-oriented.
- **Initiative:** Ability to take steps to develop a new plan or process to achieve something or solve a problem.
- **Conceptual Thinking:** Ability to recognize common factors and trends.
- **Relationship Skills:** Ability to establish and maintain good rapport and relationships with partners and coworkers.
- **Project Management:** Ability to plan, organize, staff, direct, and control tasks for a variety of projects and meet specific goals or deadlines.
- **Business Acumen:** Ability to understand business-related topics or issues.

Education

- Bachelor's Degree in a related field. Extensive experience can be considered in lieu of some education.

Experience:

- 2-4 years' experience in research, data analysis, and project management.
- Experience with using and analyzing publicly available data including census and government data.
- Solid understanding and perspective in the application of qualitative and quantitative data for continuous improvement, communicating impact, and determining progress toward internal and external goals.
- Experience gathering, organizing, analyzing, and visualizing data in a visual software, with experience in MS Power BI or Tableau preferred.
- Proven advanced Microsoft Excel skills.
- Experience creating and working within SharePoint sites.
- Proven ability to write professional, high quality technical reports.
- Proven ability and affinity for learning new software/technologies.

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- Solid experience in collaborating and building relationships with community/external stakeholders and partners.

UWCI is an equal opportunity organization and all qualified applicants for employment or contract assignments will receive consideration for employment without regard to race, religion, skin color, gender, national origin, ethnicity, sexual orientation, gender identity, physical or mental abilities, genetic information, pregnancy, disability, age, family or marital status, veteran status or other characteristic protected by applicable. United Way of Central Iowa will consider qualified candidates with criminal histories in a manner consistent with the role requirements and any applicable local, state, and Federal law. If you are a job seeker with a disability, or are assisting someone with a disability, and require accessibility assistance or accommodation to apply for one of our jobs, please call 515-246-6516.