Fostering an Equitable, Engaged, Empowered Community

UNITED WAY Central Iowa

CAREER OPPORTUNITY:

Senior Research and Data Analyst

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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 employees are 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. 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 five 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:

The Senior Research and Data Analyst position supports and advances United Way of Central Iowa's mission of improving lives by serving as the subject matter expert for data research and analysis within the organization. This role is responsible for tracking relevant community data and socioeconomic indicators, leading special projects, maintaining and updating data and data tools and translating complex data sets that drive strategic decisions that advance the United to Thrive strategies.

This position works collaboratively with the Community Impact team including the Community Programs Data Manager to support data needs and strategic analysis, provide research support and data-driven recommendations, and customized analyses in response to internal staff requests across the organization and external community needs. This position incorporates an inclusive perspective that supports UWCI's commitment to equity in our community impact.

The ideal candidate will have five to seven years' experience in research, data analysis, and project management with a minimum of three years' experience with community data and research and analysis in the health and human services field. Technology tools and experience include a mastery of Microsoft Excel; experience gathering, organizing, analyzing, and visualizing data in a visual software platform; a proficiency in geospatial and data visualization tools; and the ability to adapt to and transition between multiple analytical platforms.

The Senior Research and Data Analyst must have the ability to build and maintain positive, collaborative relationships with coworkers and a variety of stakeholders. This person in this role must have strong verbal and written communication skills to translate technical data into a compelling human-centric narrative to reflect community needs and impact. The Senior Research and Data Analyst applies a lens of cultural competence that conveys empathy, support and understanding of the people and communities they work with.

We offer a full benefits package and a hybrid work schedule of 3 days in the office and 2 days remote after 90 calendar days of employment for this full-time position. The starting salary range is $73,000 – $82,000 depending on relevant experience. We're committed to building an inclusive team; we invite candidates of all backgrounds to apply.

Essential Accountabilities Include (but not limited to):

- Acts as the resource for research, community data collection and analysis, and interpreting and connecting socioeconomic, community, and program data to support organizational strategies and decision making.
- Work collaboratively with community impact leadership and managers to support data needs and strategic analysis, serving as a strategic thought partner to community impact leadership.
- Provide research support, data-driven recommendations and customized analyses in response to internal staff requests across the organization and external community needs.
- Work collaboratively with the Community Programs Data Manager to ensure data collected and used by the organization is properly checked and vetted, build and collaborate on deliverables like charts, graphs, maps, and presentations, and be a thought partner on data utilization and analysis.
- Streamline organizational reporting and data tracking from various sources and systems for analysis by designing and deploying customized tools such as SharePoint sites, dashboards and automated spreadsheets.
- Develop and maintain community indicators, indices, and analytical tools (such as investment evaluation tools) that track progress across key impact areas.
- Oversee current data workflows and mapping software while preparing and executing seamless platform transitions as organizational needs evolve.

- Collaborates with the Strategic Communications team to facilitate the translation of complex data into human-centric narratives and storytelling and ensure organizational communications, reports and presentations utilize accurate and compelling data.
- Create, communicate and deliver presentations and reports with complex research findings, trends, and data insights to diverse internal and external audiences, including board and cabinet members, that can be easily understood.
- Support organization-wide initiatives and cross-functional work that require data, reporting, community investment or project management expertise.
- Lead special data initiatives and projects for the organization (such as ALICE metrics, community surveys, and strategic priorities).
- Provide data and insights to the Grants Director as needed to enhance the procurement of grants, sponsorships, etc.
- Stay well informed and up to date on 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 in Polk, Dallas and Warren Counties.
- Serve as a subject matter expert on local, state, and national data sources, trends, indicators, and best practices.
- Lead the operational support in the documentation of data Standard Operating Procedures (SOPS), to support the historical documentation of data projects for future records.

Competencies Required:

- **Relationship Skills:** Ability to build positive relationships and establish good rapport with coworkers and a variety of external stakeholders.
- **Equity understanding:** Ability to incorporate the organization's equity strategies into areas of accountability.
- **Analytical Skills:** Ability to collect, deconstruct, and interpret data and information to spot patterns, solve complex problems, and make logical decisions.
- **Decision Making:** Ability to evaluate information and select or recommend an effective suitable course of action using sound judgment.
- **Technical aptitude:** Ability to relate to topics that require specialized knowledge and understanding.
- **Conceptual Thinking:** Ability to understand abstract ideas, see the broader context and connect disparate concepts to solve complex problems.
- **Project Management:** Ability to plan, organize, staff, direct and control tasks to meet a specific goal.
- **Business Acumen**: Ability to understand organization-related topics or issues.
- **Initiative**: Ability to act and take steps to solve or settle an issue or problem.
- **Communication skills – Verbal**: Ability to send tactful and appropriate verbal messages and listen to others' response to convey information and to thoughtfully engage in conversation and dialogue.

- **Communication – Written:** Ability to write concise, clear letters, reports, articles, or emails including proofing and editing work and translating technical data and information into compelling narratives.
- **Presentation Skills:** Ability to effectively present data and related information that is easily understood by diverse stakeholders.
- **Self-motivated:** Ability to reach a goal and perform a task with little or no supervision.
- **Accurate/Attention to detail:** Ability to produce error-free work with minimal assistance in meeting quality objectives. Strong proofreading and editing skills to ensure accuracy across all published data products.

Education:

- Bachelor's Degree in a data analytics or related field. Relevant experience can be considered in lieu of some education.

Experience:

- Minimum five to seven years' experience in research, data analysis, and project management.
- Minimum three years' experience with community data and research and analysis in the health and human services field.
- Experience with using and analyzing publicly available data including census data and collecting and analyzing community indicator data and socioeconomic trends.
- Strong background drafting technical reports and briefs for use by Boards and Executive Cabinets.
- Proven experience in transforming raw numbers into meaningful insights and narratives.
- 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.
- Proven mastery of Microsoft Excel including merging disparate community data sets; designing customized Excel tools, lookups, and automated analysis templates that remain user-friendly for non-technical staff.
- Experience gathering, organizing, analyzing, and visualizing data in a visual software platform, with experience in MS Power BI or Tableau preferred.
- Proficiency in geospatial and data visualization tools such as with the ability to adapt to and transition between multiple analytical platforms.
- Experience creating and working within SharePoint sites.
- Proven ability and affinity for learning new software/technologies.
- Solid experience in collaborating and building positive relationships with community/external stakeholders and partners.

United Way 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.