

TITLE:	Data & Research Manager	STATUS:	Full -Time
REPORTS TO:	Vice President Community Impact	FLSA CLASSIFICATION:	Exempt

POSITION SUMMARY:

United Way Quad Cities is the largest nonprofit funder in the Quad Cities, responsible for private investment into programs to improve education, income and health and advance equity. A key component of United Way's business model is developing strategies and focusing actions to improve community conditions. Doing this effectively requires leveraging, analyzing and interpreting data to drive systemic and continuous improvement and evaluate results for individuals, programs, specific populations and entire community.

The successful Data & Research Manager will apply analytical and technical skills to collect data, derive insights and translate the data into actionable metrics. You will be responsible for aligning the collection, management and framework of all data for the organization's impact programs and investments that contribute to UWQC mission, vision and annual goals. The Data & Research Manager will be able to communicate clearly, translate complex data and evaluated outcomes into actionable metrics and sharing findings/learnings with both internal and external audiences. A critical role of the position is supporting and educating staff, and partner organizations on using UWQC's data collection and reporting software. This position is also responsible for implementing the administration of our grants management processes and assists with grant procurement.

ESSENTIAL JOB FUNCTIONS:

- Serve as research lead for Community Impact initiatives and programs.
- Manage grants and evaluate grant compliance.
- Track and manage outcomes to community level data
- Implement and maintain grant management software: Clear Impact for reporting, Community Force, the grant-making software.
- Serve as lead staff for QC Educational Data Exchange a partnership between local school districts and SAU collecting data on local education benchmarks.
- Collaborate with Community Impact Team in designing and implementing grant-specific program evaluations.
- Work cross-functionally for data and outcomes to be included in Community Impact and Community Outcomes-related publications.
- Provide data support to campaign staff to ensure proper data information is being shared.
- Plan, coordinate and conduct outcome-related training activities.
- Work with community partners to develop outcome measures for emerging programs and initiatives; represent UWQC on appropriate coalitions re: outcomes and measurement.
- Assure program/community outcomes are aligned with and contribute to community visions and impact areas/strategies.
- Develop common interest and understanding of the outcome approach among funding partners.

Grant Procurement

- Identify grant opportunities
- Identify local and national research and data on topics related to grant-specific proposals.

- Design program evaluation plans for grant proposals. May include writing narrative, creating logic models, designing measurement tools, and/or identifying appropriate outcomes and indicators to be included in grant proposals.
- Implement developed work plan for received grants and any sub-grantees including data collection method, reporting requirements and serving as a resource to sub-grantees.
- Determine additional resources for assessment, monitoring and evaluation measures.

COMPETENCIES:

- **Mission focused and results driven.** You're committed to making a difference in our community, building philanthropy and improving economic opportunities for every Quad Citizen. You're focused on working with your team toward a common goal and don't shy away from challenges as you work toward positive results.
- **Gathers Data.** Understands, analyzes, and uses community and social data to create effective community solutions.
- **Interprets Data.** Explains data to turn into stories, reports and powerful messages to engage donors.
- **Thinks Critically.** Develops criteria for making decisions that impact the community; Weighs the costs, benefits, risks, and changes for successes when making decisions; Facilitates the group think process by breaking down complex problems and situations.
- **Shares Knowledge and Resources.** Commits to ongoing learning; Researches best practices; Transfers knowledge to others in a way that facilitates effective implementation of community projects and programs.
- **Writes Grant Proposals.** Develops successful proposals as investment opportunities and attracts funds
- **A strong problem-solver.** You have an ability to learn quickly and thrive on identifying creative solutions in a dynamic environment where you can assess internal and external conditions that affect your work.
- **Open-minded and flexible.** You are able to adapt to changing needs and willing to do what needs to be done. You aren't afraid to ask questions and are comfortable learning new technologies.
- **Detail oriented and organized.** You're committed to ensuring organization and consistency in all activities related to campaign event planning and support, public speaking engagements, and administrative functions.

Competencies for All Employees:

- Mission-Focused
- Relationship Oriented
- Collaborator -
- Results-Driven
- Brand Steward

Core Values for All Employees:

- **PASSIONATE.** We work with passion and urgency to solve problems and new challenges. We believe our best comes from this energy. We believe anything is possible.
- **EXCELLENCE.** We strive to be our best selves and delivering the best as our partners, benefactors and donors deserve it. We use positivity and gratitude to inspire each other and our community, not guilt.
- **INTEGRITY.** We do what we say we will do with transparency, candor and professionalism, even when it is hard.

- **INNOVATION.** We believe innovation matters in every part of our work. We never give up seeking creative ways to solve tough community problems and to make it easy for our donors to give and make an impact.
- **GRATITUDE.** We are humbly grateful. We are inspired by each other, every donor, every partnership, every volunteer, every advocate and for every opportunity we have to improve lives and our community.

REQUIREMENTS:

Education/Training: Relevant education, training and certifications in measurement, program evaluation, statistics and data analytics.

Experience/Other Requirements:

- Demonstrated experience in conducting evaluations of complex systems and/or community change efforts.
- Experience working with quantitative and qualitative research.
- Well-developed technical and analytical skills related to human services planning and evaluation, preferred.
- Commitment to improving the outcomes for residents served through United Way funded programs, initiatives, and partnerships.
- Ability to present information and data in written, electronic and oral forms.
- Proven track record in teaming with staff, volunteers and a diverse group of stakeholders.
- Ability to plan and manage multiple tasks.
- Demonstrated experience and skills in building and maintaining relationships with stakeholders.
- Ability to work independently.
- Ability to work effectively in a team environment and able to convey key information to staff in an organized and timely manner.
- Collective impact experience preferred.
- Expert level proficiency in Excel, analytical and data visualization software.
- Must have strong skills with Microsoft Office, particularly Excel and PowerPoint.
- Able to thrive in a high-performance culture
- Project management skills and ability to balance competing priorities
- Valid Driver's License, automobile insurance, and reliable transportation required

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. I have read this job description and understand it and have received a copy.

Qualified candidates are invited to apply by submitting a resume and cover letter along with your salary expectations to Amy Daniels at United Way Quad Cities, 852 Middle Rd, Ste 401, Bettendorf, IA 52722 or adaniels@unitedwayqc.org