

JOB DESCRIPTION

TITLE: Manager of Data & Analytics

DEPT: Programming

REPORTS TO: Director of Programming & Innovation

PURPOSE

Project GRAD's mission is to improve lives in low-income communities by helping students develop and achieve their educational aspirations. The Manager of Data & Analytics is an essential member of the Project GRAD team responsible for reporting, record keeping, and compliance.

OBJECTIVES

1. To lead and execute critical data projects to inform the operations of Project GRAD programs.
2. To collect and report data between Project GRAD and partnering organizations.
3. To develop and maintain accurate, up-to-date reporting that aligns with needs of the organization.
4. To maintain client data security by following data policies and procedures.

PRIMARY RESPONSIBILITIES / DUTIES

1. Prepare monthly programmatic reports following the formats and content required by each internal department and partner.
2. Perform batch file and individual uploads and corrections of client participation and demographic data.
3. Analyze and aggregate data from multiple sources for trends, volume, demographics, and operational metrics to support decisions.
4. Respond to internal information inquiries, help with data support requests.
5. Identify data security vulnerabilities and issues and research best practices and solutions.
6. Serve as administrator for Salesforce.
7. Coordinate relationships with school districts, college/university partners, and partnering agencies, and granting agencies to ensure data collection, transfer, and reporting is continuous and accurate.
8. Provide training to program leadership and advisors on data systems, best practices, and grant/contract requirements.
9. Provide regular accurate reporting to the executive team on the progress of Project GRAD's goals, outcomes, and programming.
10. Make recommendations for improving and streamlining data collection processes.
11. Other duties as assigned to support the success of Project GRAD programs.



EXPERIENCE

Experience in data manipulation and interaction with internal information systems, including reporting tools, CRM, and production systems.

Intermediate to Advanced MS Excel skills.

Experience in quantitative and qualitative analytics, examining and re-engineering operations and procedures, and developing and implementing new strategies and procedures.

Strong analytical and business problem-solving skills.

Knowledge and understanding of education based data and language helpful.

Familiarity with Project GRAD neighborhoods or similar communities preferred.

EDUCATION & CERTIFICATIONS

Bachelor's Degree required.

REQUIRED SKILLS

Mission-driven, with a passion for empowering GRAD Scholars, families, and coaches.

Integrity and good judgment.

Excellent interpersonal skills and ability to work collaboratively in a team environment.

Excellent verbal and written communication skills.

Excellent organizational skills and attention to detail.

Flexibility and the ability to adapt to change.

Self-motivated. Takes initiative and ownership of work and results. Strong customer service ethic.

Strong time management. Ability to work effectively in a fast-paced, deadline-driven environment.

Excellent analytical skills, including decision trees and flow charts.

High degree of accuracy working with multiple forms of data.

Strong project management skills.

Proficiency in Microsoft Word, Excel, PowerPoint, and Salesforce.

Valid Texas Drivers License, proof of liability insurance, ability to travel to meeting locations as needed.

To apply please send cover letter and resume to jobs@projectgradhouston.org