

UNITED WAY OF THE MID-SOUTH Job Description

JOB TITLE: Data Analyst, *Driving The Dream*

DEPARTMENT: Community Impact, Program, *Driving The Dream*

REPORTS TO: Program Director, *Driving The Dream*

POSITION SUMMARY:

United Way of the Mid-South (UWMS), through our *Driving the Dream (DTD)* initiative, is establishing a connected and integrated network of agency service providers to address poverty in the Mid-South. To do this, *DTD* is creating, facilitating, and monitoring an accountable system of care, comprised of *DTD* Network Partner agencies, a client-centered approach, multi-domain assessment tools and a shared data platform. The *DTD* initiative is a collaboration across a wide array of programs and services, with the goal of improving the effectiveness of service delivery by seamlessly, intentionally, and efficiently moving individuals and their families toward economic self-sufficiency and other life goals which they, the clients, identify.

UWMS is hiring a *DTD* Data Analyst to collect, analyze and report data, to be responsible for the integrity of data, and to generate reports verifying and ensuring data integrity and accuracy.

This is a unique career opportunity to join this entrepreneurial effort in its startup year. We are looking for an engaged, dynamic individual who will thrive in this environment.

ESSENTIAL JOB FUNCTIONS:

- Compile data on data entry activities, prepare and distribute reports, and analyze results.
- Ensure data integrity, and create exception reports to identify fields of incorrect data and ensure data integrity.
- Generate custom reports for internal and external *DTD* system users.
- Support internal and external users, and provide point-of-contact liaison support for *DTD* CoactionNet system developers.
- Coordinate with other UWMS staff and *DTD* system developers to reveal ways to improve the *DTD* model.
- Facilitate efforts to improve outcomes, as appropriate.
- Monitor and update data collection forms and templates across the *DTD* network.
- Proactively address technical and training issues related to agency data systems.
- Participate in agency meetings and trainings related to quality assurance and accountability.

- Work with *DTD* staff and consultants to train agencies on the use of CoactionNet software.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated knowledge of performance management as an approach to continuous quality improvement.
- Demonstrated working knowledge of data analytics to inform performance management and accountability.
- Demonstrated strong critical thinking skills for analysis and problem-solving.
- Excellent computer skills and knowledge of data systems and reporting functions.
- Demonstrated ability to produce accurate, factual, and timely reports on a variety of data points.
- Demonstrated ability to produce narrative and numeric reports.
- Experience designing and implementing training on various subjects and modalities.
- Ability to work independently and to structure work environment as demonstrated by strong organization skills.
- Ability to communicate effectively and efficiently in various media to all levels of staff.
- Ability to communicate across all levels of the operation with a great degree of respect and collegiality.

QUALIFICATIONS:

- Bachelor's degree in Public Administration, Information Systems, Education or related area.
- Three years of work experience in the human services sector and/or one of the following areas: performance measurement and management, quality improvement, and/or evaluation and research.
- Demonstrated commitment to the field and a passion for serving under-served and under-resourced individuals, families and/or communities; particularly people living in poverty.
- Enjoyment of, not just tolerance for, working with a degree of ambiguity during this entrepreneurial period of transformation and ability to help others successfully move through this change.
- Commitment and experience promoting a results-oriented approach to human services program design and implementation.
- Quick learner, possessing superior judgement.
- Good sense of humor and ability to work well under pressure.

WHERE THERE'S A YOU,
THERE'S A WAY!



SPECIAL REQUIREMENTS:

- Must have driver's license and reliable transportation.
- As an entrepreneurial, start-up endeavor, this role may require occasional late night and weekend work, and would require this sort of flexibility.

BENEFITS:

Compensation for this role will be commensurate with experience. UWMS provides an excellent benefits package for full-time employees including paid time off, health/dental insurance, retirement plans, and an engaging work environment.

APPLICATION PROCESS:

Qualified applicants should send cover letter, resume, and three references (with phone numbers) to the attention of careers@uwmidsouth.org. Please be sure to reference the position for which you are applying in the subject line of your correspondence. For more information about United Way of the Mid-South, please visit us online at www.uwmidsouth.org.

UWMIDSOUTH.ORG

United Way of the Mid-South

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