

Job Opportunity: Data and Program Analyst

For more than a century, the **Greater Milwaukee Foundation** (GMF) has been inspiring philanthropy, serving donors and strengthening communities. Together with its donors and many community partners, the Foundation guides and shares a collective vision that Greater Milwaukee becomes a vibrant, economically thriving region comprised of welcoming and inclusive communities that provide opportunity, prosperity and a high quality of life for all.

You can make a difference, as we are seeking a Data and Program Analyst! The Data and Program Analyst is responsible for leading the cross-functional data gathering and reporting process. This role collects, assesses, analyzes, translates and interprets data from across the entire Foundation for use in determining results of internal and external strategies, as well as develops and maintains the mechanisms that enable stakeholders to understand outcomes and make informed decisions based on data. This role's primary objective is to lead the Foundation's efforts to learn of the impact from its work in the community.

Key Responsibilities

Build Data Capacity

- Ensure Foundation's existing systems have appropriate data collection and quality assurance protocols
- Partner with system owners to find ways to identify and address data collection gaps; participate in the implementation of new systems when appropriate
- Identify opportunities to centralize data collection and reporting capacity; work cross-functionally to implementation
- Create mechanisms to track metrics for use in assessing the effectiveness of internal operations and external strategic undertakings
- Run data queries from internal systems and create reports, tables, charts and narrative to convey information to all levels of the Foundation's staff, committees and board members

Assess Impact and Effectiveness

- Ensure systematic development and ongoing production of the Foundation's tracking and reporting dashboard(s)
- Work with senior leadership to conceptualize and implement Foundation-wide metrics to convey impacts of funding and community leadership work

Organizational Learning

- Act as a thought partner to community investment (CI) and civic engagement staff in order to develop insights and share learnings across the Foundation and with the board
- Work with grants administration staff to produce and analyze periodic grant reports for presentation to, and discussion with, CI staff and broader Foundation staff

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- Provide guidance to CI staff when grant funding is for outcome assessment efforts; contribute to work with consultants, contractors, prospective and existing grantees on application review and the crafting of grantee (reporting requirements) work plans, ensuring they include adequate metrics, data compilation and component(s) aimed at distilling and disseminating findings
- Assist program staff in linking data needs with ongoing program planning and improvement, including assistance developing and updating program metrics and indicators
- Proactively seek ways to incorporate principles of Cultural Responsiveness and the Foundation's Racial Equity and Inclusion work into data analysis and learning

Qualifications

- Bachelor's degree and relevant experience in public policy, public administration, sociology, criminology, economics, social work or related fields required; Master's degree preferred
- Five (5) or more years of experience working with a combination of state and local officials, business leaders across functional areas, nonprofits, community organizations and/or philanthropies on the use of technology and public data to improve public services, government functions and/or track programmatic impact
- Experience with the principles of Cultural Responsiveness and Racial Equity and Inclusion, or like-minded methodologies, a plus
- Knowledge of charitable organizations, nonprofit management and the grant process
- Proven relationship building skills and ability to both lead and participate in work across departments, addressing internal and external customer needs, improving procedures and training staff while modeling and developing appropriate work behaviors in others
- Ability to effectively present information and respond to questions from donors, stakeholders, partners, board members, managers and the general public
- Strong critical thinking skills with demonstrated ability to define problems, collect data, establish facts and draw valid conclusions

Benefits

We offer an excellent benefit package, which includes health, dental, vision, flexible spending, life insurance, 403(b) retirement plan, paid time off (PTO), educational assistance and more!

Application Instructions

Application Deadline: January 7, 2019 (will review resumes as they are submitted)

Please include resume, cover letter and salary requirements when [applying](#).

Equal Opportunity Employer