



Transforming Parents' Lives. Improving Children's Futures.

Data and Research Analyst Position

Warren Village is actively seeking an energetic, passionate, and skilled **Data and Research Analyst**.

Warren Village is a mission driven "learning organization" that is founded on six core values (collaboration, integrity, inclusion, accountability empowerment, and excellence) that drive our culture and our work. Utilizing a Two-Generation (2Gen) approach, Warren Village empowers disadvantaged single parents to regain self-esteem, reconnect to the community, and ultimately reclaim a productive place in the community.

We are looking for people who believe that you can learn from failure and that you can improve outcomes through reflection. We are looking for creative, critical thinkers who are not restricted by convention. We desire candidates who bring ideas to the table, energy to the team, and a sense of humor. We desire candidates who are looking for more than just a job, but are instead seeking the chance to create opportunities for those most disadvantaged in our community to improve their lives.

The Data & Research Analyst will work collaboratively with all departments in obtaining, evaluating, and reporting on the organization's performance toward its strategic objectives. Special emphasis will be on our Family Advocacy and Learning programs. This position is also responsible for managing the external IT provider and the IT infrastructure for the organization. This position reports to the President & CEO.

Job Description – Summary

Essential Duties & Responsibilities:

- Coordinates and supports the quarterly & annual production of the Warren Village Strategic Goals & Indicators Dashboard. The role includes: supporting department directors in producing the outcomes data on quarterly/bi annual and annual basis, validating data; updating the dashboard format, maintaining shared drive files, final production of the dashboard for Board presentation as well as compiling memos and briefs contextualizing outcomes, goals, and barriers.
- Acts as staff lead for the Family Services outcomes and transactional software and database (currently Access, new software TBD). Provides support and training for the Family Services staff in conjunction with the FS Program & Evaluation Specialist position. Provides support in analysis and reporting. Serves as point of contact with the software vendor, including monitoring contract terms, and leads any RFP efforts as needed for software transition.
- Collects (via phone and web-survey) and analyzes longitudinal data regarding residents after their stay at Warren Village. Works in conjunction with the Alumni Navigator on the collection effort.
- Serves as point of contact for evaluation consultant projects (i.e. current projects through the Mile High United Way Strengthening the Nonprofit Sector effort; Rose Community Workforce Cluster).
- Serves as the staff lead for the Warren Village Organizational Effectiveness practices (aka, Learning Org efforts).

- Serves as the point of contact for Warren Village’s external IT vendor (service requests and contract term compliance). Provides limited internal IT support for staff and primarily facilitates external vendor support.
- Develops and implements procedures outlined in the WV Continuous Quality Improvement guidance to support data driven decision-making, reflection, and ongoing quality assessment & improvement in all departments (including supporting department leaders as they create and implement measures, metrics and targets for their teams). Specific role highlights are:
 - Coordinate a team and run quarterly meetings to strategize data culture efforts.
 - Provide training and guidance for staff on data collection and analysis as well as evidence based decision making
 - Develop or update knowledge transfer protocol, process documentation, database reporting tools, and performance evaluation systems
 - Designs and conducts longitudinal research to monitor the success of Warren Village alumni.
- Conducts ongoing reviews of local and national research and practice as it relates to the following services and makes results available for leadership team:
 - Transitional housing, poverty reduction, adult self-sufficiency, homeless case management, social emotional learning, trauma-informed care/education, mental health, post-secondary education, workforce development, life skills education, development/fundraising practices, demographic trends, employment trends, etc.
 - Provides ad hoc research as needed by leadership team members into policy and advocacy.
- Coordinates and supports the annual staff satisfaction survey and other internal surveys, inclusive of analyses and presentations.
- Other duties as assigned.

Knowledge, Skills, and Abilities:

- Bachelor’s Degree in relevant field
- Three (3) years’ experience in the nonprofit sector or one (1) year and a Master’s degree in relevant field
- Evidence of increasing responsibility and continued professional development
- Thorough experience with research and data collection, analysis, and implementation
- IT experience a plus
- Outcome driven and comfortable using mixed methods data to define success or gaps
- Self-starter with initiative for defining and pursuing abstract concepts
- Experienced in developing research summaries from multiple sources
- Able to work independently or with a team
- Able to manage-up and work with individuals in leadership positions
- Highly detail oriented and organized
- Experienced with excel and other Microsoft office programs
- Comfortable with multi-tasking
- Comfortable with developing internal and external relationships and networks
- Committed to the mission, goals and values of Warren Village.

Salary & Benefits: This is a full-time, exempt position with an attractive benefit package including medical, dental, and vision insurance as well as flexible spending accounts, company paid Life and LTD insurance, a childcare discount in our Early Learning Center, a matching 403(b) retirement plan and a generous sick time/PTO package.

Supervision & Work Relationships: Position reports directly to the President & CEO. Work environment encourages individual creativity, teamwork and professional accountability. Must be committed to Warren Village's mission and culture.

To Apply: Interested candidates should submit the following items (as separate PDF attachments) to careers@warrenvillage.org. Subject line: **Data and Research Analyst**.

1. Resume
2. Three professional references (*to be contacted only if candidate progresses to the final round*).
3. Cover letter addressing the following items (*responses not to exceed 300 words each*)
 - a. Describe your most important professional accomplishment.
 - b. How would you approach your first month in this position?
 - c. Desired Salary Range.

Only applicants selected for an interview will be contacted.

The above declarations are not intended to be an "all-inclusive" list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.

We do not accept unsolicited resumes from recruiting agencies. Warren Village is proud to be an Equal Opportunity Employer. We are committed to equal employment opportunity regardless of race, color, religion, sex (including pregnancy or related medical conditions), national origin, veteran status, sexual orientation, gender identity, age, disability, marital status, or other protected category. If you have a disability or special need that requires accommodation, please contact us at careers@warrenvillage.org.