Data Analyst

POSITION DESCRIPTION
Thrive Chicago seeks to hire a Data Analyst to help empower practitioners, neighborhood and civic leaders with the data they need to disrupt the status quo and accelerate innovation for Chicago’s youth.

01 BACKGROUND
Thrive Chicago (www.thrivechi.org) creates collaborative networks of people and data that drive innovation so all of Chicago’s young people can Thrive.

Thrive deploys a set of four key capabilities:

- Convening and connecting public and private partners in the youth sector
- Elevating research and data that identifies the city’s areas of greatest need and best practices to address those needs
- Co-designing innovative solutions with community partners
- Strategizing to systemically fund the most impactful solutions

02 DATA ACCESS & USE PORTFOLIO
In addition to focusing on critical youth milestones, data undergirds all of Thrive’s collective work. Thus, as an integral member of Thrive’s dynamic and growing team, the Data Analyst will work to unlock critical data insights for partners and the City of Chicago. The Data Analyst will work closely with the Thrive Manager of Research & Data and Data & Learning Associate to: manage the Thrive Data Partnership, analyze data to report out on trends and insights, measure Thrive initiatives, and support partners to use data for continuous improvement. Key partners and audiences include: community-based organizations, public institutions, and funders. This skilled project and data manager will be flexible in supporting the needs of Thrive’s data and access portfolio ensuring the timely and effective completion of deliverables associated with them.

More details on the Thrive Data Partnership: the Thrive Data Partnership matches community based organization program (CBO) records with individual student ID numbers at CPS so participating CBOs have real-time access to a dynamic dashboard of close to 50 various academic indicators, including attendance and grades. With plans to expand to over 100 partners over next several years, adding new academic and program information and dashboard views to support student growth, the Data Analyst will be a critical addition to the Thrive data team.
03 RESPONSIBILITIES  Responsibilities include but will not be limited to:

General:

• Provide analytical support to the team to support collaborative initiatives (data analysis, data insights, scorecards, research briefs, etc...)

• Support Thrive’s Manager of Research & Data in project management and execution of ongoing data work with partners and any emerging portfolio initiatives

• Support creation and implementation of communication strategies for various stakeholder groups including Working Groups, Action Teams, the Thrive Board, Leadership Council members, public institutions, education and non-profit partners

• Assist with coordination and staffing of large convenings (e.g. Opportunity Youth Summit)

• Assist with grant reporting related to data (e.g. pulling demographic data of Chicago youth)

Data Access

• Analyze publicly available data and create data visualization for incorporation into citywide reports (e.g. Snapshot of Youth Outcomes, OY Impact Report), support creation of data insights and assist in report writing as needed

• Manage the Thrive Data Partnership onboarding processes (individual and group technical assistance) which includes but is not limited to supporting partners with:
  • retrieving public IP addresses
  • restructuring and cleaning data to submit to Chicago Public Schools (CPS) data warehouse via an SFTP server
  • accessing and using a data linkage interface (called tcLINK)

• Manage project plans related to the expansion of the Thrive Data Partnership (including adding additional data sources and new CBO partners), monitor project activity and status, evaluate progress within complex work plans to identify and respond to difficulties, challenges, and opportunities

• Build and maintain relationships with relevant CPS staff to support the maintenance and growth of the Thrive Data Partnership, which includes regular check in meetings and troubleshooting access challenges as they arise

• Analyze data and create insights from the Thrive Data Partnership dashboard (called tcINTEL) in order to inform collaborative meetings, community of practice sessions, or broader Thrive strategy

• Collaborate with the University of Chicago’s Urban Labs to help execute the four-year Laura and John Arnold Foundation (LJAF) grant and its deliverables, including but not limited to:
  • providing input into data collection and analysis around Opportunity Youth and the programs that serve them
  • helping to collect and organize any additional data (e.g. build out of NowPow platform for the Roseland Reconnection Hub to track intake and referrals)
  • supporting analytical activities

• Drive the Equity Counts effort which includes working with a cohort of 5 other sites to determine common measures to track Opportunity Youth progress and create a data action plan for 2019

• Provide technical assistance to CBO partners connected to collaborative initiatives to improve data collection, data entering, and data analysis to increase efficiencies and improve quality of data outputs

• Participate in monthly data webinars through the StriveTogether Network
Data Use

• Provide guidance and support to other facilitators on how they can leverage data insights in their collaborative initiatives

• Collaborate with the Data and Learning Associate to schedule and implement trainings related to Thrive Data Partnership tools (tcLINK and tcINTEL)

• Support the Data and Learning Associate bring data insights to peer learning sessions (Community of Practice for the Thrive Data Partnership)

• Work with the Data and Learning Associate to provide technical assistance to partners to use data for continuous quality improvement

Learning & Evaluation

• Support the Data and Learning Associate to create and execute on measurement plans for each of the collaborative initiatives

• Provide portfolio managers support on how data insights can be brought back to collaborative initiatives for the purposes of diagnosis, planning, and monitoring

• Work closely with the data team to create and disseminate tools and templates related data access, use, continuous quality improvement across various work streams

• Support general continuous quality of improvement efforts of Thrive Chicago

Additional work streams may be undertaken over time related to the coordination and application of the Thrive Data Partnership. The Data Analyst will work closely Thrive Data Partners and the Thrive Chicago team to ensure that all of Thrive Chicago’s work is data informed, outcome driven, implements a continuous improvement process, and aligns with the overall organizational mission.

04 QUALIFICATIONS AND SKILLS

In any start-up enterprise, staff must excel in a fluid environment, innovate on the fly, and be willing to flex between high level strategic work and the nuts and bolts of day to day execution. Thrive Chicago is no exception. Successful candidates will have the following qualifications and characteristics:

• Passionate about realizing Thrive Chicago’s vision

• Bachelor’s degree required with at least three years of relevant work experience.

• Advanced skills in Microsoft Excel, Word, and PowerPoint required

• Educational and/or professional background should include direct experience in data analysis, including use of analytical software (R, SAS, STATA, etc...)

• Experience with CRM systems (Salesforce, Efforts to Outcomes, CitySpan, etc) preferred, experience with mapping and visualization software (GIS, Tableau) a plus

• Knowledge of project management fundamentals and experience managing projects are essential

• Excellent oral and written communication skills. Must be able to communicate technical information to a wide variety of audiences. Experience facilitating/leading groups in how to use data for continuous improvement strongly preferred

• Strong strategic thinking skills

• Be self-motivated, able to take initiative, and have a positive personality.

• Strong sense of emotional intelligence

• Good organizational skills and high attention to detail required.

• Familiarity with collective impact and non-profit sector preferred

• Experience and existing relationships within Chicago’s education systems and nonprofit sector is preferred
05 COMPENSATION AND BENEFITS
Salary and benefits will be competitive and commensurate with experience.

06 APPLICATION INSTRUCTIONS
Please submit a resume/CV and cover letter to info@thrivechi.org with YOUR LAST NAME and “Data Analyst” in subject line. We will review applications on a rolling basis, so it is to your advantage to apply as soon as possible.

Thrive Chicago believes in equal employment opportunities for all, regardless of color, religion, sex, national origin, disability or any other legally protected classification. Thrive’s policy is to hire and promote the most qualified applicants and to comply with all federal, state and local equal employment opportunity laws.