Data & Research Manager (June 2016)

POSITION DESCRIPTION
The Data & Research Manager provides leadership, guidance and support to the entire DC Action team for DC Action's recurring and special projects. This includes leading quantitative and qualitative research and analysis and data collection for DC KIDS COUNT. The Data & Research Manager is jointly supervised by the Executive Director and Director of Policy and Programs.

ORGANIZATION BACKGROUND
DC Action for Children is a private, non-partisan, nonprofit advocacy (501c3) organization working toward a vision that all DC children and youth who are most in need of health, education, safety, and financial well-being receive quality services to support their development and ensure they thrive. DC Action provides data analysis and policy leadership on issues facing DC children and families. We are the home of DC KIDS COUNT, which tracks key indicators of child well-being in the District of Columbia; our advocacy agenda is based on these data.

In addition to advocacy, DC Action provides technical assistance and strategic support to agencies and other partners who serve children in the District of Columbia. This is a new and growing body of work for DC Action, with the goal of increasing the effectiveness of others working on behalf of children and supporting cross-agency efforts; the ultimate goal for DC Action is to improve the outcomes of all children living in low-income families in the District.

DUTIES AND RESPONSIBILITIES INCLUDE (but not limited to):

Data Collection & Management
- Collect and analyze data, particularly data from government sources.
- Manage DC KIDS COUNT databases and data tools.
- Lead qualitative and quantitative research to contribute to DC KIDS COUNT publications and projects.
- Lead preparation and presentation of data to multiple audiences, including preparing data for upload to the DC KIDS COUNT data center.
- Create data summaries, visuals, blogs and smaller scale data-driven pieces.

Project Management
- Create and implement research plans for special projects.
- Manage data requests from DC government offices and community.
- Collaborate with staff and executive team to plan and execute large research and evaluation projects.
- Supervise fellows, volunteers, and/or interns focused on data and analysis as needed.

NECESSARY QUALIFICATIONS
- Graduate degree in public policy, public health, statistics or a related field with 2-3 years of experience.
- Demonstrated experience organizing and analyzing data in Excel. Experience with statistical software (SAS, SPSS, STATA or R) is a plus.
- Excellent oral and written communication skills.
- Detail-oriented and independent, with the ability to work on multiple projects under tight timelines.
- Interest in working in a small, entrepreneurial organization committed to the well-being of children in DC.

**DESIRED QUALIFICATIONS**
- Candidates with experience using GIS mapping software and/or conducting interview-based surveys will be strongly considered for this position.
- Prior experience in child advocacy, education, early childhood, public health or a related field a plus.

**HOW TO APPLY**
The Data & Research Manager is a full-time position based in Washington, D.C. DC Action for Children offers competitive compensation, commensurate with experience, and a benefits package.

To apply please send resume, cover letter and writing sample to info@dckids.org, subject line: Data & Research Manager. This announcement will remain posted until the position is filled. No phone calls please.

DC Action for Children values diversity and is an equal opportunity employer; women, minorities, and people with disabilities are encouraged to apply. Please note that only those individuals whose qualifications match the current needs of this position will be considered applicants and will receive responses from DC Action for Children.

For more information about DC Action for Children, please see our website: www.dcactionforchildren.org.

Thank you for your interest in DC Action for Children.