Data and Evaluation Specialist

Reports To: Chief Administrative Officer

Position Summary: The Data and Evaluation Specialist will fill a dynamic role at the National Council of Negro Women, guiding, supporting, and performing the collection, management, analysis, and interpretation of data, and discovering and delivering insights that drive program improvements and success. The Data and Evaluation Specialist will provide synthesis of data for operational, planning, and grant-writing purposes. In this largely independent role, the Data and Evaluation Specialist will be expected to have fluent proficiency working with quantitative data (spreadsheets, databases), and to use this expertise to help teams develop consistent and efficient data storage and analysis practices that are well aligned across departments. Additionally, candidates should have the ability to look at data with a critical and curious eye, identifying notable patterns and relationships that may identify program strengths/weaknesses that are essential to program staff. Finally, the Data and Evaluation Specialist will be able to clearly communicate data-driven insights to a wide variety of internal and external stakeholders through succinct summaries of findings with data visualizations.

Responsibilities:

- Manage data integrity and consistency of information, ensuring accurate tracking of key metrics (program participation, membership trends, etc.) and alignment of reporting across programs/departments.
- Support in the use and updating of data monitoring tools such as dashboards, outcome reports, and scorecards that align with performance measures.
- Develop and execute analytic projects that address organizational needs to demonstrate impact and/or inform program improvements.
- Provide data for grant proposals and identify trends and outcomes to enhance fundraising and marketing efforts.
- Coordinate external data requests to obtain up-to-date membership data.
- Become proficient in data collection tools, including advising staff on new or better tools and training staff to improve processes.
- Create and coordinate the implementation and administration of various evaluation tools including surveys and assessments.
- Stay up-to-date on external research relevant to Black women and their communities.

Required Knowledge and Skills:

- Demonstrated commitment to racial equity.
- Proficiency with Microsoft Excel and familiarity with database systems (Filemaker Pro).
- Programming knowledge a plus (e.g., Python, R).
- Experience with quantitative analysis and data visualization, including a solid foundation in statistics; familiarity with qualitative analysis a plus.
• Self-motivated, with demonstrated initiative to drive projects that demonstrate program impact
• Strong relationship-building skills, with experience communicating to various audiences while demonstrating cross-cultural sensitivity
• Effective organization and project management skills combined with flexibility, attention to detail, and multi-tasking

Education and Work Experience:

• Five (5) years in working in data management or support
• Bachelor’s degree required in a relevant field
• Experience working in a non-profit preferred