Position Description

Job Title: Data Specialist

Reports to: Lead Analyst, Measurement & Evaluation

Employment Category: Exempt, Regular, Full Time

Purpose and Scope of the Position:

The Heinz Endowments is a philanthropic organization that makes grants to nonprofit organizations in the Western Pennsylvania region. The Endowments makes grants in three primary Strategic Areas: Creativity, Learning, and Sustainability. We seek to help our region thrive as a whole and just community, and with our grant partners, to model solutions to major national and global challenges.

The Endowments takes a strategic approach to philanthropy, leveraging continuous cycles of research, evaluation, and learning to inform our work. In 2021, the Endowments launched a cross-programmatic Measurement & Evaluation Team to guide these cycles. The team's ultimate purpose is to empower Endowments' leaders with timely and actionable insights to inform decision-making at the grant, strategy, and portfolio levels.

The Endowments is seeking a Data Specialist to conduct data collection, validation, analysis, interpretation, and visualization. This position will generate synthesis materials for consumers of data with varying levels of data comfort. As the Team is new to the Endowments, the Specialist will also play an active role in researching best practices, and refining, and clarifying existing processes.

This is a role for a motivated individual who is eager to expand their capacity in applied analytics. This individual will develop data context and awareness across the public sector, formulating relevant interpretations of opportunity and impact.

Primary Responsibilities include:

- Support all program areas regarding new or ongoing projects that require the collection of data and the analysis of key indicators

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- Review data requested and captured via the Endowments' grants management system, ensuring data relevance, quality, and integrity
- Track, transform, analyze, and report on same
- Conduct analyses from additional databases or data sources needed to track organization-wide KPIs that inform the Endowments' operations or future grant making
- Create data visualizations using data collected internally, from grant partners, from third-party evaluators, and from public sources to illustrate patterns, opportunities, and impacts
- Respond to ad hoc requests for data analyses and interpretation of grantmaking
- Write summaries and compile literature reviews
- Write subject matter reports with visuals for internal and external audiences
- Take responsibility for researching best practices, guided by what the Endowments may need to advance its strategic work
- Take the initiative to seek out and share internally any relevant public research and current reports that are related to or may inform the broader work of the Endowments

Position Requirements:

Education:
BS degree in Data Analytics, Social Research, Planning, Economics, Public Health, Public Policy, Mathematics, Information Science, or related disciplines that emphasize quantitative and qualitative analytical skills with particular fluency in data acquisition, validation and visualization.

Experience:
3-5 years of professional experience researching, collecting, managing, analyzing, and visualizing community indicators.

Capabilities:

- Immense curiosity, willingness to learn, and ability to apply that learning to new tasks
- Strong attention to detail with the ability to follow through
- Mature self-management skills and confidence in initiating conversations, internal and external, to ensure understanding of data and application.
- Ability to manage multiple projects or tasks simultaneously
- Strong quantitative and qualitative skills; comfort working with data independently and generating written and visual analytic outputs
- Technical proficiency in conducting online research and the ability to stay connected to a variety of data sources
- Technical proficiency in Excel, familiarity with Tableau and SQL preferred; ability to identify and quickly develop the competencies to utilize appropriate applications
- Ability to apply analytical skills in the areas of economics, community indicators, and statistics
- The ability to work successfully in a small organization and maintain a passion for the important work of nonprofit organizations
- Commitment to continuously examine the equity implications of work processes and products, adjusting as needed

Application details on next page.

The Heinz Endowments is an equal opportunity employer.

If you believe you are qualified and would like to apply, please submit your resume to:

Joe LaLonde
FinancialPeople Staffing
Email: lalonde@fpstaffing.com

Please note: Applications are not being accepted directly by the Endowments and must be sent to the email link above.