Associate Director, Data Analysis and Reporting

ABOUT THE ORGANIZATION
Let's Get Ready (LGR) envisions a future when students from all socioeconomic backgrounds have the support they need to attain a college education. Through an innovative program model that stands apart from other college access and success programs, LGR serves more than 13,000 students annually from Philadelphia to Maine, and engages more than 150 college students as paid near-peer coaches, most of whom are former participants in the program. There is no nomination process or academic requirements for participation in Let's Get Ready programs. Any student who expresses interest is eligible for services, with students from low-income backgrounds or who are first-generation-to-college given priority. Overall, 89% of LGR students are students of color, 80% are eligible for free or reduced price lunch, and 71% are the first in their family to attend college. All components of the organization's programs are designed with this population and the requisite cultural competence in mind.

To learn more about LGR's program model and impact, please see our latest Impact Report.

Let's Get Ready has been in operation for nearly 25 years; the organization has an annual budget of $3 million and a staff of 18, who work remotely but have access to office spaces in New York City and Boston. Traditionally we have served students in our Northeast footprint - from Pennsylvania to Maine - but with the recent pivot toward a fully virtual program model we now serve students in 22 states across the country. We have just launched a Strategic Plan outlining a roadmap for growth and impact, including significant increases in students served and growing the team of full-time staff to 29. We aim to serve 25,000 students annually by 2025, which will almost double the number of students served on an annual basis. These increases will include students in our existing hubs: Greater Boston, New York City, and Philadelphia, as well as significant growth in students from rural communities, and other geographies across the country. We are simultaneously focused on increasing the revenue, visibility and focus on values necessary to support this future growth.

For more information, visit www.letsgetready.org

ABOUT THE POSITION
The Associate Director of Data Analysis and Reporting reports to the Director of Data and Evaluation and plays a critical role in the analysis, evaluation and reporting of program data. The successful Associate Director will have an understanding of standard data analytic techniques and procedures, strong attention to detail, and an ability to analyze and present data effectively. They will have experience working with a variety of stakeholders and an ability to determine how best to analyze and report on data for a given need. They will possess strong organizational skills that help them keep track of and prioritize multiple projects and deadlines. They will support other team members with developing systems and processes that ensure high-quality data collection and management. As part of their regular job responsibilities, the Associate Director will use various online and computer applications, including Salesforce, Google Workspace, Microsoft Office, statistical software packages, and data visualization applications.

Specific responsibilities include but are not limited to:

- Data Collection and Management: (20%)

- o Work with members of the National Program Data and Operations team to create and implement quality assurance processes and practices for all systems where data is captured and stored
- o Support team members with gathering, cleaning and uploading data to Salesforce and other systems as needed
- o Lead an annual project to confirm college enrollment among LGR students, including preparing data submissions to the National Student Clearinghouse and managing a team of staff and/or interns to directly contact students

- Data Analysis, Evaluation and Reporting: (70%)
  - o Analyze and report on evaluation questions to support program management, continuous improvement, and impact assessment
  - o Fulfill data requests to support grant applications, partner requests, and external reports
  - o Help create standardized definitions and rules to guide data analysis and reporting
  - o Review external research, including peer-reviewed articles and independent reports, and synthesize findings to inform programmatic decisions and goal setting

- Intern Recruitment and Supervision: (5%)
  - o As opportunities and needs arise, recruit and supervise interns to support evaluation projects

- Professional Development: (5%)
  - o In consultation with the Director of Data and Evaluation, identify new skills and knowledge that will support and further organizational goals; examples include new data analytic techniques or applications, data visualization practices, and conference presentations

CANDIDATE REQUIREMENTS
The ideal candidate will possess the following qualifications:
- Experience analyzing large data sets and presenting findings to different audiences
- Intermediate-level knowledge of Excel and/or Google Sheets
- Knowledge of at least one statistical software package, such as SAS, R, STATA, or SPSS. Ability to use syntax/coding within the program is required. *(Note this specifically in your resume or cover letter.)*
- Ability to synthesize and assess the quality of external research, including peer-reviewed articles and independent reports
- Strong critical thinking skills
- Relevant master's degree, or bachelor's degree with equivalent work experience
- A genuine passion for, knowledge of, and commitment to LGR's mission
- Alignment with LGR's organizational values
- Belief that a diverse, equitable, and inclusive environment will produce the greatest impact for LGR's students; demonstrated ability to build respectful, productive relationships with team members and communities of diverse backgrounds and viewpoints

The following are preferred but not required; please note any of these in your cover letter or resume:
- Knowledge of Salesforce, Tableau, mapping software, or other data management or analysis application
- Knowledge of advanced data analytic techniques (e.g., multiple linear regression or related)

- Experience designing interactive data dashboards

LOCATION:
Preference for NYC or Boston, but candidates outside LGR's geographic footprint wishing to work remotely will be considered.

COMPENSATION AND BENEFITS:
$65,000 - $75,000 with excellent benefits and a flexible working environment. Salary commensurate with experience.

QUALIFIED INDIVIDUALS, PLEASE APPLY:
Please send resume and cover letter to careers@letsgetready.org, noting "Data Analysis and Reporting" in the subject line. Please include your gender pronouns and tell us how you learned about this role.

Let's Get Ready is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. We especially encourage applications from candidates who represent the communities we serve.