

JOB TITLE: Data Analyst, North Texas Giving Day
REPORTS TO: Director, North Texas Giving Day, Gift Processing & Constituent Records
HOURS: Full Time STATUS: Non-Exempt
DATE: February 2019 DEPT: North Texas Giving Day

CFT Vision

To build thriving communities for all

CFT's Mission

CFT stimulates creative solutions to key challenges in our community. We thoughtfully and effectively support our diverse donors and grantees by providing exemplary service and by demonstrating accountability. We improve lives through an unwavering commitment to lasting impact.

CFT's Values

Enhancing the experience and impact of giving through:

1. Exemplary service;
2. Wise stewardship of resources; and as a
3. Trusted partner for community knowledge and collaboration.

Communities Foundation of Texas

[Communities Foundation of Texas](#) is a catalyst for thriving communities with 3 goals:

- 1) Growing giving,
- 2) Catalyzing change in critically important areas such as education, health and public safety and
- 3) Strengthening the local philanthropic sector of donors and nonprofits.

CFT's enhances the experience and impact of giving for individuals, families, companies, foundations and nonprofits by offering charitable tools like donor-advised funds, scholarships, [North Texas Giving Day](#) and more. CFT programs include [Educate Texas](#), the Working Families Success Network, the W. W. Caruth, Jr. Foundation. Since 1953, CFT has granted more than \$1.8 billion to support nonprofits in our region, across the nation and the world. You can learn more at www.CFTexas.org, this [overview video](#) and CFT's [latest FY2018 annual report](#).

North Texas Giving Day

Since 2009, [Communities Foundation of Texas](#) has presented [North Texas Giving Day](#), an annual community-wide giving event that has raised more than \$240 million for thousands of local charities through the www.NorthTexasGivingDay.org website portal. In 2018, this leading, community-wide giving event raised \$48 million for more than 2,700 nonprofits across the 20-county North Texas region. Take a look at the video recap [here](#).

Summary

The Data Analyst is responsible for supporting projects within North Texas Giving Day (NTGD) with program support and impact measurement activities that support the overall NTGD strategic plan.

Key Responsibilities

Analytical Efforts:

- Develop measurement and learning activities including design, instrumentation, data collection, analysis and reporting
- Work collaboratively to identify program indicators and outcomes that inform the success and impact of our initiatives
- Build standardized tools and reports that can summarize NTGD's performance outcomes
- Serve as project coordinator on evaluation activities or other projects

Data Management Support:

- Work with staff and NTGD vendors to source data for analysis, evaluate data quality and combine data to assess performance outcomes
- Collect and analyze data related to programmatic activities, progress, milestones and outcomes
- Work with the foundation's IT team to create data management infrastructure to provide reporting and analytics that meet user needs
- Develop data collection tools and resources for internal/external team reporting

Synthesis and Communication:

- Provide evidence-based insights and recommendations for enhancing programmatic impact
- Prepare and present key findings to a variety of internal and external stakeholders
- Contribute to the development and implementation of evaluation activities that inform the strategic direction of the organization

Organizational Responsibilities

- Provide analysis and support for day-to-day operations
- Support implementation of long-term strategy
- Engage and actively participate in organizational/program team meetings

Qualifications

- Bachelor's degree in business, applied social sciences, or related field
- 2+ years of analytical experience
- Experience with analyzing data and applying it to continuous improvement

Skills & Requirements

- Demonstrated expertise in statistical analysis, mixed modeling and longitudinal analysis
- Proficient or expert skills using PowerPoint, Excel, Word, SharePoint, Outlook
- Proficient or expert skills using SPSS, STATA and/or another statistical analysis software for data analysis and management
- Demonstrated skill translating research and analysis into usable reports, including visual representations that are easily understood by both internal and external stakeholders

- Detail-oriented, self-starter with strong organizational skills and the ability to manage multiple projects at the same time
- Ability to communicate technical information and complex research findings to non-technical audiences
- Strong interpersonal skills and ability to work collaboratively in a team
- Ability to verbalize and write clearly about technical topics with precision, accuracy, readability, and editorial correctness
- Knowledge of enterprise data management systems and/or SharePoint, preferred
- Minimum of two years' experience managing a research project or evaluation, preferred
- Strong problem-solving and critical thinking skills
- Ability to handle private and confidential data and systems.
- Resourceful and solutions-oriented with a "can-do" attitude. Excited by change and exploration.
- Ability to foster positive relationships across functional areas and at all levels of the organization.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all employees within this class.

Accommodations: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

To apply, please send your resume, cover letter and salary expectations to careers@cftexas.org.