

POSITION DESCRIPTION

JOB TITLE:	Deputy Director, Insights & Analytics	STATUS:	Exempt
REPORTS TO:	Senior Director, Insights & Analytics	HOURS:	Full Time
DATE:	October 2020	DEPT:	Educate Texas

Educate Texas Vision and Mission

Educate Texas (EdTX), an initiative of the Communities Foundation of Texas (CFT), is a catalyst for large-scale statewide educational systems change. EdTX partners with public and private entities to achieve the goal of strengthening the public and higher education system in Texas so that every student is prepared for educational and workforce success by earning a college degree, certificate, or technical credential. Its mission is to "increase postsecondary readiness, access and success for all students by building partnerships, leading innovation and scaling practices and policies."

Launched in 2003, EdTX is headquartered at CFT's offices in Dallas, with satellite offices in Austin and the Rio Grande Valley.

Position Summary

The Deputy Director, Insights & Analytics is responsible for managing the overall development and delivery of learning and evaluation activities at EdTX. The Deputy Director will design and implement a comprehensive learning agenda that informs the strategic direction of Educate Texas. Position is housed in Dallas, Texas; successful candidate must reside locally or be willing to relocate. Candidates must be willing to travel overnight (both in/out of state) up to 10% of the time.

Key Responsibilities

- Develop tailored learning and evaluation plans for the organization and each program that complement, shape, and support EdTX strategies and goals
 - Use descriptive tools to describe each program (e.g. logic model) that focus the evaluation design
 - Develop indicators that are used to inform the impact of program activities
 - Create data collection protocols and maintain secure databases
 - Analyze data, provide evidence-based insights and justify conclusions by working with stakeholders to interpret findings
 - Summarize findings and recommendations in user friendly products: presentations, reports, dashboards
 - Engage stakeholders to integrate findings into program planning and organizational strategy
 - Manage evaluations by establishing feasible scope, timeline and budget and then monitoring and communicating progress to stakeholders
- Partner with program leadership to drive planning and execution of novel and innovative strategies to advance a rigorous learning culture within EdTX
 - Build skills and evaluation capacity of EdTX team through staff development
 - Promote organizational values and cultural norms related to learning
- Monitor trends and developments in state agency data, education research and evaluation methods

- Serves as Educate Texas' representative on both internal and external committees and working groups

Qualifications

- Bachelor degree in education, public policy, applied social sciences, psychology, or related field required, Master's degree or higher preferred
- 3+ years of education-related research or evaluation experience or 5+ years of experience in a related but non-education focused field

Skills & Requirements

- Ability to think critically and strategically, synthesizing qualitative and quantitative data using advanced techniques in statistical analysis, coding/categorization, etc. as applicable
- Strong interpersonal skills, instinctive customer service and the ability to work collaboratively with diverse teams
- Proficient or expert skills using PowerPoint, Excel, Word, SharePoint, Outlook, Power BI
- Detail-oriented, self-starter with strong organizational skills and the ability to manage multiple projects, management experience preferred
- Demonstrated communication skills, both written and verbal, with experience communicating technical information and complex research findings to non-technical audiences across multiple modes; presentations, data visualizations, evaluation reports, and/or briefs
- Knowledge of data governance and FERPA, preferred
- Ideal candidate will be driven by a passion for excellence and opportunity in public education and will preferably bring experience working directly in Texas public education and/or data
- Valid state issued driver's license

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.

If interested, please send your cover letter, resume and salary expectations to: careers@cftexas.org.