NCLR
NATIONAL COUNCIL OF LA RAZA

POSITION ANNOUNCEMENT

POSITION:	Data and Impact Manager	**OPEN:**	Immediately
LOCATION:	Washington, DC or any NCLR regional office location	**CLOSING:**	Until filled
		SALARY:	Commensurate with experience
CONTACT:	Maria Moser		

SUMMARY

The National Council of La Raza (NCLR)—the largest national Hispanic civil rights and advocacy organization in the United States—works to build a stronger America by creating opportunities for Latinos. Through its network of nearly 300 affiliated community-based organizations, NCLR reaches millions of Hispanics each year in 37 states, Puerto Rico, and the District of Columbia. To achieve its mission, NCLR conducts applied research, policy analysis, and advocacy, providing a Latino perspective in five key areas—assets/investments, civil rights/immigration, education, employment and economic status, and health. In addition, it provides capacity-building assistance to its Affiliates who work at the state and local level to advance opportunities for individuals and families.

Founded in 1968, NCLR is a private, nonprofit, nonpartisan, tax-exempt organization headquartered in Washington, DC, serving all Hispanic subgroups in all regions of the country. It has state and regional offices in Chicago, Los Angeles, Miami, New York, Phoenix, and San Antonio.

BACKGROUND

As part of the Education team, the Data and Impact Manager will create and manage systems that facilitate information and data sharing within the team, in addition to collaborating with Affiliates, partners, funders, and clients. The ideal candidate must be able to handle multiple projects simultaneously, and manage fast-paced schedules with professionalism, maturity, poise, and confidence.

The Data and Impact Manager will work with the Senior Director of Teaching and Learning to standardize data and reporting process, create a library of relevant data and key information to facilitate grant development and response, and build Affiliate capacity for data collection and management.

This position reports to the Senior Director of Education; however, specific work may be assigned and supervised by other staff members in the Education team. As such, experience and comfort with reporting to multiple supervisors is necessary.

This position is based in either Washington, DC, or an NCLR Regional Office location.

RESPONSIBILITIES

- Use the Blackboard system to create sites for NCLR projects that enable collaboration, information-sharing, and resource collection.
- Standardize the Education request for proposal process to include a baseline set of questions and a uniform format.
- Standardize data collection and reporting processes to include key metrics across all Education programs.
- Create a usable database that allows the Education team to sort grant and outcome information in multiple ways to analyze program success and component metrics.
- Create a library of relevant data and key information to facilitate rapid grant development and response.
- Build Affiliate capacity for data collection and management through trainings, webinars, and one-on-one assistance.
- Create a team-wide process to track financial expenditures and budget for grants.
- Apply best practices in knowledge management to seed effective practices across NCLR's Affiliate Network, and help improve outcomes across programs.
- Lead NCLR's work in ensuring that the developing field of personalized learning is accessible to and inclusive of English learners.

QUALIFICATIONS

- B.A. degree and at least three years of experience in the field of education.
- Ability to manage compliance and procedures related to data management.
- Ability to create systems, establish protocols, and recommend efficiencies for higher productivity.
- High proficiency in Microsoft Office (Word, Excel, Access, PowerPoint), strong word processing skills, and use of the Internet.
- High degree of personal initiative to address organizational issues.
- Strong attention to detail and a structured approach to managing the workload.
- Ability to perform for a multi-person office, manage multiple tasks and goals, prioritize among assignments, and problem-solve when issues arise.
- Ability to work with minimal supervision, maintain attention to deadlines, function effectively under pressure, and communicate clearly and effectively about workload and priorities.
- Ability to work both independently and as part of a team.
- Must be motivated, responsible, results-oriented, and have a positive attitude.
- Strong verbal communication skills and professional attitude in representing NCLR to different audiences (e.g., Affiliates, funders, partners).
- Strong writing skills.
- Bilingual (English/Spanish) fluency preferred.
- Highly trustworthy and able to maintain confidentiality of information.
- Commitment to NCLR's values and principles of ethical standards.
- Ability to travel to NCLR events approximately three or four times per year.

Please note: Only those applicants who submit a cover letter and résumé will be considered for this opportunity. Please include "Data and Impact Manager" in the subject line of any email submissions.

SEND COVER LETTER AND RÉSUMÉ TO:
National Council of La Raza
1126 16th St., NW
Suite 600
Washington, DC 20036
Attn: Maria Moser
hrmail@nclr.org

No phone calls please!