



STRONGER COMMUNITIES. STRONGER AMERICA.

POSITION ANNOUNCEMENT

POSITION: Data and Impact Manager

OPEN: Immediately

LOCATION: Washington, DC

CLOSE: Until Filled

CONTACT: Rita Carreon, Deputy Vice
President, Health

SALARY: Commensurate with Experience

BACKGROUND

UnidosUS, previously known as NCLR (National Council of La Raza), is the nation's largest Hispanic civil rights and advocacy organization. Through its unique combination of expert research, advocacy, programs, and an Affiliate Network of nearly 300 community-based organizations across the United States and Puerto Rico, UnidosUS simultaneously challenges the social, economic, and political barriers at the national and local levels. For 50 years, UnidosUS has united communities and different groups seeking common ground through collaboration, and that share a desire to make our country stronger. For more information on UnidosUS, visit www.unidosus.org or follow us on Facebook and Twitter.

SUMMARY

The Data and Impact Manager provides support to the Health team. The position develops and manages systems to facilitate information gathering and data-sharing within the UnidosUS Health team, as well as collaborating with Affiliates, partners, funders, and clients. This is a professional position that must handle multiple projects simultaneously and manage fast-paced schedules with professionalism, maturity, poise, and confidence.

The Data and Impact Manager will work with the Deputy Vice President, Health and Health staff to help develop and manage data and reporting processes through a central grants management system, create a library of relevant data and key information to facilitate grant development and response, and build subgrantees' capacity for data collection and management.

This position reports to the Deputy Vice President, Health; however, specific work may be

assigned and supervised by other staff members in the Health team. As such, experience and comfort with reporting to multiple supervisors is necessary.

RESPONSIBILITIES

- Lead the development and effective implementation of UnidosUS's Health team's data and reporting strategy and system
- Manage data collection and reporting processes across programs in Health
- Develop a usable database that allows the Health 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.
- Help build subgrantees' capacity and provide technical assistance in the usage of the grant management platform—including data collection, entry, and management—via in-person and virtual trainings/webinars.
- Apply best practices in knowledge management to seed effective practices across the affiliate (subgrantee) network and improve outcomes across programs.
- Work with independent contractors and across internal departments.

QUALIFICATIONS

- B.A./B.S. degree in a Health or Social Sciences from an accredited College or University required. Master's degree required.
- Minimum of **three** years of experience in health research and health equity required; preferably in the non-profit sector.
- Ability to manage compliance and procedures related to data management
- Ability to identify and implement metrics related to addressing health outcomes and health equity, health disparities, health services research, and community-based participatory research
- Ability to create systems, establish protocols, and recommend efficiencies for higher productivity
- Experience with multiple data software programs (e.g. Fluxx, Blackboard, Qualtrics, SPSS, SAS, Geographic Information systems (GIS) technology, and/or project management systems) preferred
- High proficiency in Microsoft Office (Word, Excel, Access, PowerPoint), technical skills, strong word processing skills, and use of the Internet
- Ability to perform for a multi-person office and manage multiple tasks and goals, prioritize among assignments, and problem-solve

- Ability to work with minimal supervision, maintain attention to deadlines, and function effectively under pressure and communicate clearly and effectively about workload/priorities
- Ability to work both independently and as part of a team
- Ability to communicate effectively with Health team and subgrantees and exercise professional attitude in representing UnidosUS to different audiences (e.g., Affiliates, funders, partners)
- Bilingual (English/Spanish) fluency preferred
- Ability to travel to UnidosUS events approximately five to six times per year
- Excellent communication skills, both oral and written.
- Familiarity with the U.S. Hispanic community, Hispanic nonprofit organizations, and the Hispanic market and consumer a plus.
- Commitment to excellence and high standards.
- Ability to work independently and as a member of various teams and committees.
- Acute attention to detail.

SEND COVER LETTER AND RÉSUMÉ TO:

UnidosUS

1126 16th St., NW, Suite 600

Washington, DC 20036 or

hrmail@unidosus.org

Subject Line: Data and Impact

Manager

Attn: Rita Carreon, Deputy Vice President, Health

No phone calls please!

EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, gender identity or expression, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.