



STRONGER COMMUNITIES. STRONGER AMERICA.

## POSITION ANNOUNCEMENT

**POSITION:** Manager of Data and Impact

**OPEN:** Immediately

**LOCATION:** Washington, DC; Chicago, IL; or  
Los Angeles, CA

**CLOSE:** Until filled

**CONTACT:** Maria Moser, Senior Director of  
Teaching and Learning

**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 that affect Latinos at the national and local levels. For more than 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](http://www.unidosus.org) or follow us on Facebook and Twitter.

## SUMMARY

The Manager of Data and Impact provides support to the Education and Workforce Development teams. The position creates and manages systems to facilitate information and data-sharing within the UnidosUS 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 Senior Director of Teaching and Learning to manage data and reporting process through a central grants management system (Fluxx), 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; however, specific work may be assigned and supervised by other staff members in the Education and Workforce Development teams. As such, experience and comfort with reporting to multiple supervisors is necessary.

## **RESPONSIBILITIES**

- Lead the development of UnidosUS's Education and Workforce Development teams' data and reporting strategy.
- Manage data collection and reporting processes across Education and Workforce Development programs through Fluxx.
- Create a usable database that allows the Education and Workforce Development teams 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.
- Apply best practices in knowledge management to seed effective practices across the Affiliate Network and improve outcomes across programs.

## **REQUIREMENTS:**

- Bachelor's degree from an accredited university or college.
- Minimum of three to five years of experience in database administration, data management, or other professional experience in the nonprofit sector (education experience preferred).
- Ability to manage compliance and procedures related to data management.
- Ability to create systems, establish protocols, and recommend efficiencies for higher productivity.
- Experience with Fluxx 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 and priorities.
- 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. Professional attitude in representing UnidosUS to different audiences (e.g., Affiliates, funders, partners).

- Familiarity with the U.S. Hispanic community, Hispanic nonprofit organizations, and the Hispanic market and consumer a plus.
- Commitment to excellence and high standards.
- Acute attention to detail.

**Please include “Manager of Data and Impact” in the subject line of your email.**

**SEND COVER LETTER AND RÉSUMÉ TO:**

UnidosUS  
Raul Yzaguirre Building  
Attn: Maria Moser  
1126 16th Street, NW, Suite 600  
Washington, DC 20036  
hrmail@unidosus.org  
***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.*