Community Data Lead | JOB POSTING

POSITION SUMMARY:

Innovate Memphis develops initiatives, nurtures partnerships, and innovates solutions to move Memphis forward and deliver impactful, sustained change. We work with diverse stakeholders to collaborate across public, private, and non-profit sectors to understand the root causes of long-standing challenges and generate solutions.

Innovate Memphis is launching a local data intermediary to coordinate increased collaboration, access, analysis and application of local and national data for community development and shared prosperity.

Innovate Memphis seeks a driven and dynamic individual to manage the work of this data entity, overseeing and executing outreach efforts, training programs and analysis projects. The Community Data Lead will help the organization design any data warehousing and visualization solutions to execute the work of the intermediary. The role also will take the lead on grant and contract funding reporting requirements.

ESSENTIAL DUTIES

- Collaborate with internal and external staff to develop, maintain, and improve the Memphis community's data access and data-driven activity.
- Train partners on the current suite of tools, platforms and data warehousing infrastructure including Memphis Property Hub, and partner tools such as the LiveGive Mid-South, City of Memphis Mayor's Dashboard and OpenData Portal, University of Memphis CAESER's GeoPortal, and other database and visualization tools as needed to meet data-driven needs;
- Work collaboratively with other local government, non-profit, and for-profit partners to support their work by providing research and analysis support, including serving as or identifying the subject matter expert on necessary data/analysis needs;
- Represent the work of the data intermediary to external audiences including funders, nonprofits, government officials, media and the public;
- In conjunction with other Innovate Memphis staff, oversee and coordinate projects, including fee-for-service contracts with external clients and ongoing maintenance contracts with early education advocacy groups, local

governments, trade associations and community-oriented service organizations;

- Support the education and technical assistance efforts to equip Memphians with the tools needed to meaningful apply data to their work.
- Organize and host the quarterly Civic Data Forum and support committees as needed.
- Continuously learn new best practices in the world of civic data.
- Perform other duties assigned to support goals and objectives.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND COMPETENCIES:

- Strong verbal and written communication skills; ability to make the complex clear
- Affinity for and skill in teaching and coaching on tools, resources and skill development
- Competencies in or demonstrated ability to quickly learn predictive analytics, database management languages such as SQL, statistical software packages such as STATA, and GIS Tools such as ESRI ArcGIS
- Ability to assist in the designing and maintenance of data warehousing needs
- Demonstrated strong attention to detail, strong data analysis skills, and information design skills
- Demonstrated skills processing / managing large amounts of data
- Ability to juggle multiple projects and prioritize work products to meet deadlines and accommodate the needs of the larger team
- Ability to work independently on executing tasks and projects
- Demonstrated problem-solving ability
- Ability/willingness to adapt to changing project requirements and deadlines; tenacity in the face of new information and obstacles
- Product-development and delivery skillset
- Able to manage projects, guide the work of teammates, and communicate with clients and partners
- Familiarity with local governmental and political structures
- Passion for data; intellectual curiosity on civic issues
- Interest in a range of topics impacting social conditions in an urban setting

QUALIFICATIONS

- Bachelor degree (required) or Master's degree (preferred) in economics, statistics, urban planning, computer science, information technology, nonprofit management, local government or related fields

- At least 2-3 years of experience in data collection, performance data, research and analysis and associated technical support.

- At least 1-2 years of project management and/or client management.

- At least 1-2 years in a leadership role involving public speaking, leading meetings, communicating with different stakeholders.

COMPENSATION

Salary range $55,000-64,000. Benefits include medical, dental, vision, PTO and 401k.

APPLICATION DETAILS:

- Please submit both a cover letter and resume.
- If you have samples of data analysis, reports, or research work you are welcome, but not required, to submit up to two samples.
- All material must be received by **Friday, February 21st, 2020**

Submit application materials and resume to:
Innovate Memphis 516 Tennessee Street, #223 Memphis, TN 38103
<or>
Email: info@innovatememphis.com
Please reply with "Community Data Lead" in subject line.