



## Innovate Memphis Position Announcement Data Midsouth Analyst

Innovate Memphis is a 501(c)(3) nonprofit that develops and delivers bold solutions to some of the most pressing urban challenges in Memphis. Our organization advances programs that enhance the lives of Memphians and elevate the public good. We also serve as a local data intermediary, helping government agencies, nonprofits, and residents access high-quality data and analysis that support better decision-making. Our team oversees [Data Midsouth](#), [Memphis Property Hub](#), and a growing portfolio of data partnerships.

### Why This Role Matters

As a Data Analyst, you will help translate real-world civic questions into actionable analysis, visualizations, and data stories. You'll collaborate with community partners, government agencies, researchers, and teammates to deliver insights that support meaningful action. You'll have opportunities to grow your skills and learn new tools as part of our analytics team. We're a mission-driven environment where curiosity is encouraged, ideas are welcomed, and user-centered design guides our work.

Your typical days will include:

- Collaborating regularly with our team on an evolving portfolio of civic data projects.
- Cleaning, transforming, and analyzing structured, unstructured, and spatial datasets.
- Creating interactive maps and visualizations and framing insights within real-world civic contexts.
- Supporting and improving internal data workflows, documentation, and infrastructure.

### Key Responsibilities:

#### Data Analysis & Visualization

- Deliver high-quality analytical outputs with strategic recommendations that inform partner decisions.
- Develop clear, compelling dashboards and reports collaboratively using Tableau, Power BI, or similar tools.
- Frame findings within real-world civic context (housing, education, health, community development, etc.) to create compelling, actionable data stories.

#### Geospatial & Technical Skills

- Produce and maintain spatial analyses and geospatial layers ([Felt](#) preferred).
- Integrate spatial and tabular datasets to enhance analytical insights within our Databricks and Felt environment.
- Perform data validation and reconciliation to ensure accuracy and reliability of analyses.
- Document business rules, transformation logic, and data assumptions clearly and consistently.

#### Partner & Stakeholder Collaboration

- Work with clients, partners, and subject matter experts to deeply understand business/research questions and translate them into actionable data products.
- Communicate insights effectively to both technical and non-technical audiences.
- Receive support from the Director and team when engaging with partners on complex or sensitive topics.

### Project & Workflow Management

- Manage client communication, expectations, and deliverables across multiple projects, ensuring timely and accurate delivery of analyses.
- Navigate and resolve inconsistencies or gaps in real-world datasets to deliver accurate outputs.

### Qualifications

#### Required:

- 3+ years of relevant professional experience in data analytics, information science, or a related technical role
- Experience effectively managing analytical tasks, timelines, or deliverables in a collaborative project environment
- Experience with data visualization tools (Tableau, Power BI or similar)
- Solid SQL skills; experience working in cloud-based environments (Databricks a plus)
- Proficiency with GIS platforms (Felt, ArcGIS, QGIS) and spatial data analysis
- Strong interpersonal communication and collaboration skills.
- Strong organizational habits and ability to document key decisions so analyses can be understood, trusted, and reused by teammates.

Candidates do not need to meet every qualification to be considered—we encourage applicants with a strong foundation and interest in civic data to apply.

#### Preferred:

- Experience with Python or R for data cleaning, analysis, or automation
- Experience supporting academic, research-based, or community-driven projects
- Experience mentoring students or junior team members
- Experience with data models, database design, or data mining techniques
- Familiarity with housing, community development, or urban policy datasets, including the U.S. Census and American Community Survey (ACS)
- Willingness to learn and apply usability and user-centered design best practices.

Salary: \$73,000-83,000

#### We also offer:

- Flexible hybrid environment for remote and in-person work
- 24 days of personal time off (PTO) per year, plus holidays
- Employer 401K matching contribution
- Generous health insurance benefits
- Ongoing professional development and training opportunities

This position is open until filled, but we will prioritize applications submitted by January 16, 2026. To apply, please submit your resume and [cover letter](#) promptly to:

Kira Morin, Data Midsouth Director  
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