



Job Description

Position: Data Analytics Project Manger
Reports to: Chief Impact and Innovation Officer
Status: Full-Time / Exempt
Hours of Operations: Monday-Friday / 9am-5pm

Organizational Description. North Lawndale Employment Network is a comprehensive workforce development agency on Chicago's West Side dedicated to advancing the economic outcomes of the community's residents through innovative employment initiatives, including our social enterprises. In August 2021, North Lawndale Employment Network transitioned to a new campus which features a premier community café for residents and stakeholders.

Our Mission. To improve the earning potential of the North Lawndale community through innovative employment initiatives that lead to economic advancement and an improved quality of life for residents.

Opportunity. We are seeking a Data Analytics Project Manager will help us build a system(s) responsible for translating the client needs into reporting dashboard insights. You will be building the dashboard and managing distributing information across teams to manage organizational data project needs. It is split into three pillars: Project Management, Dashboard Integrations and Dashboard Build & Maintenance.

Key Responsibilities:

- Assist the organization in vetting and constructing a scalable data integration system and dashboard for the entire organization, enabling NLEN to capitalize on the data collected to better customize reporting, cultivate relationships, and innovate service delivery.
- Explore various analytics tools to identify the most suitable option for our organization.
- Identify areas where improvements can be made and begin the process of gathering relevant data.
- Establish a formal process for the collection, tracking, and analysis of data.
- Participate in data-based advocacy dedicated to implementing significant changes that are informed by data.
- Responsible for selecting and deploying a data solutions platform to store its information. This person will also serve as the project manager for this process from start to finish, as well as the day-to-day manager for data collecting for the organization once system is implemented.
- Collect, analyze, correlate, and interpret data using quantitative and qualitative methods and present data to the organization for the purpose of highlighting trends.
- Collect information from multiple data sources and perform data integration, data matching/linking, validation.
- Assist fundraising and program staff in the data development of proposals, project reports, and presentations. This includes the creation of accurate and concise reports for time-sensitive and deadline-driven projects.

- Develop and implement organizational Data Key Performance Indicators (DKPIs) that will drive advancing NLEN's strategic mission.
- Ensure that programs are routinely monitored and that the CIIO is informed when expectations and goals/targets are not met.
- Support CIIO in data preparation for Executive Dashboard and Program Grant Report - Ensure complete submission of quantitative data for READI Chicago, FOC digital literacy report, and Workforce caseload report - Align data with NLEN's mission and strategic plan - Ensure cost effectiveness, quality, and benefits to NLEN clients and community stakeholders.
- Act as a catalyst for improving operational efficiency through data-driven initiatives – by fostering cross-functional partnerships to advance data utilization and optimization within the organization.
- Assist CIIO in preparing monthly department impact reports at NLEN Leadership Team meetings, NLEN agency staff meetings, Board program committee and quarterly Board of Directors meetings.
- Ensure consistent and comprehensive entry of data by providing feedback to leadership when there are lapses in data entry.
- Develop staff proficiency in running and analyzing reports from Salesforce and the organization's data solutions system through individual and group consultations and training sessions.
- Manage projects from initiation through to final delivery. Develop clear and thorough project plans, detailing internal tasks, internal stakeholder reviews and approvals.
- Ensure data integrity and accuracy throughout the project lifecycle.
- Create visualizations and reports using tools such as Visio.
- Collaborate with team members to drive continuous improvement in data management processes.
- Perform other duties as assigned.

Qualifications:

- Bachelor's degree in business administration, Computer Science, data analytics, finance, and/or related degree.
- Minimum 5 years of data management, statistical analysis, and / training in data analysis; previous nonprofit workforce development experience is a plus.
- Advanced project management certification (PMP or similar certification) desired
- Proven experience in managing data projects.
- Ability to communicate analysis findings, insights, and recommendations to executive-level stakeholders through clear, concise language.
- Experience with Microsoft (MS) Project or similar project management tools
- Strong work ethic, good moral judgment, and values that align with NLEN core values.
- As a self-starter, must work well independently, but recognizes the value of working with teams.
- North Lawndale Employment Network requires all candidates to be fully vaccinated.

Skills and Abilities Required:

- Project management experience in data delivery leading successful business and/or technology enterprise projects from initiation through deployment including user adoption and change management, such as:
 - Data Management Data Governance & Quality, Master Data Management, Business Intelligence & Reporting, Data Insights & Analytics

- Data Platform Delivery Cloud Data Platform
- Data Strategy & Transformation Change Management, Organizational Design, Operating Model, Product Mode, Center of Excellence
- Strong project management skills managing complex, multifaceted projects resulting in measurable successes and program growth.
- Demonstrated results in managing through complex systems and proven experience negotiating win-win agreements.
- Excellent verbal and written communication skills with exceptional attention to details, ability to develop and deliver Board Presentation.
- Personal qualities of integrity, credibility, and a commitment to and passion for NLEN mission.
- High proficiency in MS Office applications (Outlook, Word, Excel and PowerPoint) and Salesforce.

NLEN Core Values

Neighborhood-focused employment initiatives are fundamental.

Successful programs are neighborhood-focused and community-driven so they meet the specific needs of individuals.

Quality of work matters.

People who work hard should not be poor. A full-time job must meet basic needs and offer conditions for engagement, advancement, and respect.

Economic mobility is essential to reducing poverty.

Family supporting wages and financial literacy are core to addressing economic insecurity, which disproportionately affects African American, Latino, and other families of color. Economic insecurity is not only impacting the poor; it has grown to threaten the middle class. Self-employment and entrepreneurship are critically important economic mobility strategies to generate income and boost household finances.

We must address the racial wealth gap and social inequality.

The United States' history of racially charged public policy has created the modern racial wealth divide not just through the legacy of slavery and Jim Crow, but through the more recent race-based discrimination in hiring, housing subsidies, tax subsidies, and veteran benefits as well as other implicitly and explicitly racist public policies.

Everyone deserves human dignity and empowerment.

To uphold this belief, we do all of our work in a manner that values human dignity and eliminates shame, humiliation, and stigma by building on the strengths that help our participants and community survive loss and trauma and rebalance the power dynamic between participants and authority figures.