



Job Title: Data Analytics Manager

Job Summary: The Data Analytics Manager will be an integral member of UP Partnership’s Data Department, serving as the primary departmental support for UP Partnership’s four collective impact action networks, made up of over 175 cross-sector institutional partners. The Data Analytics Manager will be responsible for addressing the data needs of the Excel Beyond the Bell, Diplomás, My Brother’s Keeper San Antonio, and Our Tomorrow networks as we collectively work to advance equity in our youth-serving systems and close racial/ethnic disparities in educational outcomes. The Data Analytics Manager plays a key resource role in network operations by analyzing existing data and research to support network strategy selection, designing data collection methods to evaluate the effectiveness of strategies, and visualizing results in comprehensive and compelling ways. This position reports to the Senior Director of Strategic Impact.

Essential Duties and Responsibilities:

- Work with networks to assess data needs and create and support execution of plans to address those needs.
- Visualize data and results electronically with an emphasis on disaggregation by race/ethnicity, gender, and economic disadvantage.
- Acquire and analyze secondary education data that support strategic planning and decision-making across UP Partnership and its four action networks.
- Maintain internally- and externally-facing scorecards that track individual networks’ progress in achieving their strategy targets and track UP Partnership’s collective progress across networks.
- Attend monthly and biweekly meetings with network staff.
- Attend external meetings of each action network, as needed.
- Make presentations on network data and results both internally and externally.
- Help maintain and monitor data security protocols.
- Support Senior Director with other requests for secondary data access and data visualizations.
- Other duties, as assigned.

Education, Job Knowledge, and Experience Requirements

- Bachelor's degree required; Master's degree preferred
- Experience with data visualization tools such as Tableau, Power BI, and/or Google Data Studio
- Expertise in quantitative and qualitative research methods and data analysis, including how to clean and analyze data in Microsoft Excel, Stata, Alteryx, and other tools
- Experience with educational data systems, sources, and standards in the secondary and/or postsecondary sectors
- Experience working in collective impact or other coalition-building initiatives preferred
- Excellent interpersonal and communication skills with a strong teamwork orientation
- Ability to be self-directed, with a track record of taking initiative in process management

Position Details

The Data Analytics Manager position is a regular, full-time, benefits eligible position. Anticipated start date is on or before January 11, 2021. Annual salary range is \$54,000-\$60,000 depending on education and experience. All UP Partnership staff are currently working virtually. To apply for this position, please submit your cover letter and resume in PDF format to Emily Calderón Galdeano at emily@uppartnership.org by 5:00pm on Monday, November 30, 2020.

- In the subject line write the name of the position you are applying for and your last name, for example “Data Analytics Manager-Smith”
- Please save your resume and cover letter as attachments with names as follows: “Data Analytics Manager-Smith-Resume” and “Data Analytics Manager-Smith-Cover Letter”

UP Partnership, formerly the P16Plus Council of Greater Bexar County, is a collective impact partnership that leverages data and coordinates leaders to drive equitable youth outcomes across San Antonio. For more information about our organization, visit our website at <https://uppartnership.org>.

UP Partnership is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.