Job Title: Data and Policy Manager

Job Summary: The Data and Policy Manager will be an integral member of UP Partnership's Data Department, contributing to a range of education research and policy projects that support UP Partnership's efforts to increase awareness of and commitment to advance equity in our youth-serving systems and close racial/ethnic disparities in educational outcomes. The Data and Policy Manager will support our work analyzing local, state, and national datasets to understand, respond, and communicate policy priorities, and connect the dots between data, policy, and practice. This position reports to the Senior Director of Strategic Impact.

Essential Duties and Responsibilities:
- Work with networks to assess data and policy needs, and create and support execution of plans to address those needs.
- Prepare data and policy analyses for internal and external use
- Develop analytical insights to inform research reports and communications with community and legislative audiences.
- Communicate findings in written deliverables, such as memos, slide decks, fact sheets, policy briefs, and research reports.
- Obtain, clean, manage, analyze, and report data from public datasets.
- Identify opportunities to deepen understanding of state and local policy issues through monitoring and new analysis of ongoing legislation, as needed.
- Analyze justice system data, juvenile justice policy, and restorative justice practices to help change outcomes for boys and young men of color.
- 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 data analysis and creating presentations.
- 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 and Stata; Experience in R and Alteryx is helpful
- Strong written and visual communication skills, with an emphasis on interpretation and presentation of quantitative data to lay audiences
- Experience with Texas education data and policy landscape
- Experience working in collective impact or other coalition-building initiatives preferred
- Excellent interpersonal and communication skills with a strong teamwork orientation
- Detail-oriented; strong organizational and project management skills
- Creative problem solver; self-starter; results-oriented
- Passion for improving the educational experiences and outcomes for Bexar County

Position Details
The Data and Policy 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 and Policy Manager-Smith"
- Please save your resume and cover letter as attachments with names as follows: "Data and Policy Manager-Smith-Resume" and "Data and Policy 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.