

ROLE DESCRIPTION

Position Title: Data & Evaluation Manager	
Reports to: Senior Vice President of Community Impact	
Location: Pikes Peak United Way - Main Office	Division: Community Impact
Classification: Full Time;	Supervises: N/A
General Functions: The Data & Evaluation Manager is responsible for collaborating with PPUW staff to accomplish the goals and actions expected of his or her work group in alignment with PPUW’s vision. This position is responsible for developing processes for analyzing data internally and externally in an effort to identify trends that impact our region and supporting the Community Impact Department to ensure successful reporting and implementation of community programs.	

CORE COMPETENCIES for ALL UNITED WAY PROFESSIONALS:

- **Mission Focused** – Communicates effectively and with passion “the story” of the organization’s work to engage and energize donors, volunteers, advocates, and all other constituents in the community.
- **Relationship Oriented** – understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator** – understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results-Driven** – dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **Brand Steward** – understands his/her role in growing and protecting the reputation and results of the greater network.

ESSENTIAL FUNCTIONS

- Work with PPUW Staff and volunteers to provide the community with a reliable and trustworthy source of data
- Support volunteer councils as they research data, develop goals, and implement plans to improve the region
- Develop a working knowledge of multiple data systems including e-CImpact, Salesforce, & Andar
- Develop dashboards to share data in an easy to read format
- Analyze data and report on trends
- Participate in development of shared outcomes and measurement systems
- Manage data needs for reporting in multiple areas of Community Impact department
- Coordinate meetings including scheduling, crafting agendas, taking minutes, etc.
- Complete updates for community resource database on a regular basis
- Remain up to date on the work of PPUW and be an advocate in the community
- Participate on cross-functional teams and committees to contribute to broader organizational outcomes
- Manage grant calendar and reporting requirements
- Work collaboratively with other members of the Community Impact team
- Ability to prioritize and be flexible due to competing demands
- Set annual goals in alignment with department goals, and develop work plans to accomplish these goals.
- Participate on cross-functional teams and committees to contribute to broader organizational outcomes.
- Provide support and coordination of training activities for community partners, United Way and other organizations as it relates to community planning and development.
- Represent PPUW in various community collaborations, committees, and activities.
- Must be able to manage a variety of tasks in a highly organized and efficient manner.

JOB QUALIFICATIONS:

- Effective public speaking skills
- Strong work ethic with emphasis on integrity and accountability
- Excellent interpersonal, leadership, organizational and communication skills
- Reliability to complete required tasks in a prompt, effective and efficient manner
- Strong computer and analytical skills; previous database experience helpful
- Professional demeanor and appearance
- Bachelor’s Degree plus 2-5 years of experience in human service related field preferred.

ENVIROMENTAL FACTORS:

Business office environment; professional dress/attire expected. Physical demands of the position include the ability to talk and hear, prolonged sitting and/or standing, occasional lifting up to 50 pounds, and regular use of computer and telephone. The position involves frequent and routine public contact and travel to outside meetings and events. Reliable transportation, valid driver’s license and verifiable automobile insurance are required. Occasional evening and weekend hours are expected.

Please submit Resume and Cover letter to Kim@ppunitedway.org