



THE RESURRECTION PROJECT Job Description

Position Title	Data Analyst and Management Information Systems
Supervisory Relationship	Director of Information Technology
Work Location	1801 S. Ashland. Chicago, IL 60608
Organization General Description	<p>The Resurrection Project is one of Chicagoland's most successful community development organizations. Since 1990, The Resurrection Project (TRP) has revitalized predominantly low-income Latino communities on Chicago's Southwest Side through a variety of community development strategies. The organization started with an initial investment of \$30,000 collected from concerned neighbors and area churches. Since then, TRP has leveraged this investment into more than \$305 million in community investments to serve more than 30,000 individuals, create more than 600 affordable homes, and develop more than 150,000 square feet of community space to meet a variety of needs. The Resurrection Project serves families from all over the metropolitan Chicago region with a particular focus on the communities of Pilsen, Little Village, Back of the Yards, and Melrose Park.</p>
General Job Description	<p>The Data Analyst, will be in charge to manage organization-wide efforts to develop and implement standardized and replicable evaluation and performance measurement (PEPM) programs that are in alignment with The Resurrection Project's mission and vision. This Position, empowers TRP employees to innovate and operate autonomously through research and the development of trainings and informational and data analytics materials. Additionally, this position provides leadership for all customer relations management (CRM) strategy, policy, and associated data. This position also advocates for the importance of impact assessment to internal and external stakeholders and champions the creation of a culture of accountability within the organization.</p>



THE RESURRECTION PROJECT Job Description

Job Duties and Responsibilities

- Manage and Improve TRP's Integrated data system integrity, relevance, and effectiveness for internal users and external audiences.
- Managing the ongoing process of collection, data entry, and analysis;
- Producing monthly, quarterly, and annual data analysis reports for Staff and Board members;
- Producing quarterly and semi-annual grant reports;
- Overseeing quarterly and annual outcome monitoring surveys and analysis;
- Providing information and analysis for the purposes of program development, policy advocacy, and strategic leadership;
- Conduct and oversee Quarterly and Annual Outcome Measurement Surveys
- Ensure the integrity of database structure and content
- Ensure correlation between paper and web-based data collection forms to database and reporting architecture
- Maintain and improve program performance monitoring processes, technology, and reporting systems.
- Maintain and improve program outcome monitoring processes and reporting—including, but not limited to, managing systematic surveys, interviewing, and follow up with participants.
- Manage secure, high-integrity data collection, entry, storage, analysis and reporting.
- Produce timely, transparent, reliable, accurate reports as needed to maintain grant compliance and industry best practices and leadership.
- Train and assist staff in high-integrity use of the UIDS (Unified Integrated Data System) and database systems.
- Maintain mission-driven cultural and social competence and relevance of the UIDS products and systems.
- Maintain Monitoring and Evaluation policies and procedures section of the Operations Manual for staff use
- Manage and update system descriptions as needed: Monitoring and Evaluation Plan, Reporting Requirements and Definitions, etc..
- Manage third-party research and evaluation projects as needed.



THE RESURRECTION PROJECT Job Description

- Assist with UIDS and database improvements and expansion projects as needed.
- Manage and improve TRP's data collection, tracking, and analysis methodology.
- Remain current on impact assessment methods and ideas.
- Run reports and create data analytics for our Social Media components and website.
- Collaborate to produce materials that communicate our approach to impact assessment.
- Design and conduct other research (eg. case studies) and produce reports of findings that will be shared with internal and external stakeholders
- Performs and documents procedures for data preparation including data cleaning, standardization and analysis.
- Provide information and analysis for the purposes of program development, policy advocacy, and strategic leadership.
- Ensure the integrity of database structure and content.
- Maintain and improve programs outcomes monitoring processes and reporting—including, but not limited to, managing systematic surveys, interviewing, and follow up with participants.
- Train and assist staff in high-integrity use of the CRM.
- Engage TRP employees at all levels to foster an in-depth understanding of the work different departments.
- Actively support cross-departmental projects with data analytics, prediction models using visualization platforms.
- Assist in the implementation of the departmental work plan and achieve annual departmental goals.
- Maintains required job skills and core professional competencies.
- Create a culture of accountability across all TRP pillars.
- Manage assigned interns.



THE RESURRECTION PROJECT Job Description

Performance Measures

- Submit reports in a timely manner.
- Participate in required meetings and programs.
- Meet professional development goals
- Perform other duties as assigned.

Essential Knowledge and Skills

Education: Bachelor's degree required. A Master's degree preferred.

Candidates must have a:

- The position requires a highly organized, detail-oriented person comfortable with producing practical numbers,



THE RESURRECTION PROJECT Job Description

technology, and quantitative analysis relevant to a wide-range of users and audiences.

- strong background in data analysis and data management;
- Experience required in the use of Prediction Models, Machine learning and visualization tools such as Microsoft Azure, AWS, Watson, Power BI, Tableau, etc.
- CRM - Salesforce experience required.
- Computer applications for data collection
- Data collection, utilization and validation
- Strong knowledge using and creating flowcharts for process definitions using multiple cloud services.
- Presenting information to others to convey information
- Teaching others so they understand Database Management
- Principles and practices of data analytics
- strong computing skills with mastery of Microsoft Office Professional
- Minimum of three years of experience in all aspects of data analysis and project management.
- Adhere to highest ethical standards.
- Spanish-speaking candidate a plus.

Updated By Preparation Date

Director of Information Technology
December, 2018

Statement of Equal Opportunity

The Resurrection Project is an equal opportunity employer and does not discriminate on the basis of race, national origin, gender, or disability.

Application Instructions Contact Information

Please send resume and cover letter by email, mail, or fax. No phone calls please.

Email: trpjobs@resurrectionproject.org

Fax: 312-942-1123

Mail: Department of People and Culture, 1815 S. Ashland Ave., Chicago, IL 60608