



Position Title: Data and Evaluation Specialist

Reports To: Chief Program Officer

Position Summary

The Data and Evaluation Specialist will fill a dynamic role at The Steppingstone Foundation, guiding, supporting, and performing the collection, management, analysis, and interpretation of data, and discovering and delivering insights that drive program improvements and success. The Data and Evaluation Specialist will provide synthesis of data for operational, planning, and grant-writing purposes. In this largely independent role, the Data and Evaluation Specialist will be expected to have fluent proficiency working with quantitative data (spreadsheets, databases), and to use this expertise to help teams develop consistent and efficient data storage and analysis practices that are well aligned across departments. Additionally, candidates should have the ability to look at data with a critical and curious eye, identifying notable patterns and relationships that may identify program strengths/weaknesses that are essential to program staff. Finally, the Data and Evaluation Specialist will be able to clearly communicate data-driven insights to a wide variety of internal and external stakeholders through succinct summaries of findings with data visualizations.

Responsibilities:

- Manage data integrity and consistency of information, ensuring accurate tracking of key metrics (program participation, student learning gains, college readiness, education benchmarks, etc.) and alignment of reporting across programs/departments.
- Support in the use and updating of data monitoring tools such as dashboards, outcome reports, and scorecards that align with performance measures
- Develop and execute analytic projects that address organizational needs to demonstrate impact and/or inform program improvements
- Provide data for grant proposals and identify trends and outcomes to enhance fundraising and marketing efforts
- Coordinate external data requests with Boston Public Schools and other organizations to obtain up-to-date student data
- Become proficient in data collection tools, including advising staff on new or better tools and training staff to improve processes
- Support the implementation and administration of various evaluation tools including surveys and assessments
- Stay up-to-date on external research relevant to academic preparation, college access, and college success

Required Knowledge and Skills:

- Demonstrated commitment to educational and racial equity in college access and success
- Proficiency with Microsoft Excel and familiarity with database systems (Filemaker Pro); programming knowledge a plus (e.g. Python, R)
- Experience with quantitative analysis and data visualization, including a solid foundation in statistics; familiarity with qualitative analysis a plus

- Self-motivated, with demonstrated initiative to drive projects that demonstrate program impact
- Strong relationship-building skills, with experience communicating to various audiences while demonstrating cross-cultural sensitivity
- Effective organization and project management skills combined with flexibility, attention to detail, and multi-tasking

Education and Work Experience:

- Bachelor's degree required in a relevant field
- Experience working in a non-profit preferred

Salary: Low to mid 50s, depending on experience

To Apply: Please email your resume and a thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position, and how you learned about this position, to Human Resources at jobs@tsf.org. Applications will be reviewed on a rolling basis. Please include **“Data and Evaluation Specialist”** in the subject line of your email.

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