



United Way of Delaware

JOB POSTING

Assistant Director, Research and Data Analytics

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“Maximizing community’s resources to improve the life of all Delawareans”

Founded in 1946, United Way of Delaware (UWDE) works to advance the common good by focusing on the three strategic areas: Early Education, College and Career Readiness, and Economic Stability and Financial Empowerment. UWDE is engaged in long-term initiatives designed to eliminate the root causes of Delaware’s most pressing social problems in New Castle, Kent, and Sussex counties. We work collectively with business, government, social service agencies, academic groups, community organizations and concerned individuals to establish positive, long-lasting solutions for today and into the future. Our mission is to maximize the community’s resources to improve the quality of life for all Delawareans. By focusing on the three key areas of Early Education, College and Career Readiness, and Economic Stability and Financial Empowerment — the building blocks of a good life — we help individuals and families realize their greatest human potential.

Working with the Chief Development Officer, the Assistant Director, Research. and Data Analytics is responsible for maximizing the organization’s software (e.g. Andar) to collect, organize, analyze, evaluate, store, retrieve data and monitor the system to effectively and efficiently distribute, present and communicate results data to end users; Lead efforts to continuously improve UWDEs capabilities to utilize and implement eImpact and develop a shared community accountability system (Promise Community Scorecard) in each of UWDEs Promise [high-need] Communities; Gathers, analyzes and reports data from UWDE partners and Delaware 2-1-1 including revenue; Works across the organization to ensure data analytics and research are aligned to single business strategy. Summarizes and presents data to UWDE leadership, including team and other stakeholders. Primary role is to provide regular analytical reports to (campaign reports, market research data, etc.). This role manages the infrastructure of the system from an end user standpoint including but not limited to assisting with Andar Training, account mergers, organization and individual account normalization, etc. Additionally, the Director, Research. and Data Analytics manages grants and supports Tocqueville Society, as well as new business development assisting the organization in the development and execution of a strategic approach and plan aimed at achieving measurable revenue targets; Develops and enhances partnerships with other funders.

The Assistant Director, Research. and Data Analytics/Grants Management is a member of the Senior Leadership Team. This role supports the implementation of the integrated, single business model and division strategic goals and plans across the organization (UWDE/2-1-1. Main focus areas include: Research, Data/Analytics, proposal and reporting writing and review, funding and prospect cultivation and stewardship, and New Business/Tocqueville.

In addition to a commitment to UWDE's mission, the ideal candidate will have/be:

- Mission-focused, relationship-oriented, a collaborator, results-driven, detailed oriented, able to take initiative, and a brand steward.
- Have superb communication skills, written and verbal. Thorough knowledge of grant writing; strong computer and software application skills; prior experience with donor tracking systems.
- Must have a “roll up your sleeves” work ethic, resourceful, analytical, and self-starter, ability to motivate staff and volunteers to achieve goals, strong customer relationship skills
- Proven track record of cultivation and stewarding relationships.
- Strong analytically, strategic thinking as it pertains to understanding your value and how UWDE offers a host of solutions/ideas to our constituents with a clear passion for results.
- Demonstrated experience in conducting evaluations of complex systems and/or community change efforts.
- In-depth experience working with quantitative and qualitative research design methods and relational databases. Successful experience in applied research methodologies.
- Proficiency in SQL, SPSS, Access, and Excel, and/or other database programming languages.
- Demonstrated knowledge of relational databases, client and program database, and data visualization tools.
- Substantive knowledge of community capacity, mobilization, and commitment to improving outcomes for low-income families and diverse communities. Knowledge of challenges and barriers faced by these communities.
- Commitment to sharing knowledge and building the research and evaluation capacity of community, and management of the evaluation process using a collaborative, team approach. Experience building capacity of neighborhood residents and community-based organizations to collect and use data for learning, accountability, and advocacy.
- Bachelor’s Degree or equivalent. Masters Degree preferred.
- Become CRFE certified within 18 months of hire (if new) or notification (if existing) employee contingent upon meeting all other CRFE standards of eligibility (e.g.: Years of sales experience, etc.),
- Minimum of 5-7 years progressive fundraising experience in a non-profit setting. At least two years data and research experience

To apply, please send a cover letter and resume to:

Jamee E. Boone
Chief Development Officer
United Way of Delaware
625 N. orange Street, Third Floor
Wilmington, DE 19801
or email: hr@uwde.org

Compensation is based on qualifications and experience. Applications will be reviewed on a rolling basis as they are received. Visit our website to learn more about our organization at: uwde.org. No phone calls please.