Who We Are

United to Learn (U2L) is a Dallas-based education nonprofit with a stated mission of changing lives by transforming the relationship between schools and community. United to Learn is focused on accelerating student achievement across 75 Dallas ISD elementary schools, and growing purposeful leaders through partnerships with businesses, high schools, colleges, faith-based organizations, and engaged individuals and groups. Together we work to create a united, thriving community. Learn more about the organization here.

The Role

United to Learn's Director of Analytics and Insights will work closely with all members of the United to Learn organization and will lead data analytics organization wide from the Executive Office with job priorities including developing a data reporting strategy, integrating program level metrics with organizational KPI's to ascertain impact on student outcomes, and establishing a data decision-making mindset.

Our values underpin everything we do. The Director of Analytics and Insights is expected to consistently demonstrate United to Learn's core values.

- Optimistic: We believe that with the right resources all children can achieve greatness
- Nimble: We respond flexibly and creatively through active listening
- Culturally Competent: We build a positive understanding of diverse perspectives
- Collaborative: We respectfully and empathetically work to learn from each other and build coalitions
- Effective: We use evidence-based practices for high-impact results

Reporting Structure

The Director of Analytics and Insights is a critical member of the United to Learn team and serves as an integral part of the Executive Office of United to Learn. The DAI will collaborate extensively with the CEO and other senior leadership members and report directly to the Deputy Chief of Staff.

Essential Competencies
Functional Excellence

- Data Management:
  - Manage the data collection process for U2L including consolidation and maintenance of database of school and student level data for U2L partner schools and create visualization of data collected
  - Collect and extract data from various sources including Dallas ISD, TEA, Commit Partnership and other resources as appropriate
- Internal Data Analysis:
  - Conduct in-depth analysis across U2L partner schools to inform institutional queries, organizational and department KPI's, and to identify potential programmatic adjustments. Analysis should include identifying outlier or exemplar student achievement or school systems, clusters of similar conditions across campuses, educators or student populations
  - Manage timely and accurate school level reports; lead bi-annual update and analysis of school portfolio; run comparative analysis of school portfolio
  - Aggregate data across U2L departments to provide organizational analysis to quantify value of supports provided and to identify opportunities to increase overall effectiveness
  - Conduct analyses of data and translate findings into recommendations and conclusions
- General Data Analysis:
  - Merge data from multiple datasets using matching variables to create larger data sets
  - Build data sets from surveys and other data collection instruments
  - Identify critical messages from research and data analysis for compelling storytelling
  - Share learnings from research and analysis on trends in elementary student success indicators

- Comparative Analysis: Plan and execute data research and analysis related to student success across the public education landscape to evaluate the impact of U2L programming. Analysis should include comparisons of U2L portfolio to peer cohorts as well as insights surfaced for learning and program improvement.

Sector Knowledge
- Strong commitment to public education, student achievement, and the mission, vision, and values of U2L
- Advanced knowledge of Dallas ISD goals, priorities, assessments, and personnel structure and U2L schools
- Advanced knowledge and ability to teach others about Dallas public education sector and collaborative organizations

Project Management
- Ability to nimbly adjust priorities and manage multiple tasks while working collaboratively with internal and external stakeholders
- Contribute to project vision and goals; oversee project plan and team members for timely completion across workstreams
- Promote consensus among organizational stakeholders when proposing new initiatives

Communication
- Excellent written and oral communication
- Deliver well-organized, persuasive presentations and reports to varied internal and external audiences
- Use discretion while communicating sensitive information

Relationship Management
- Demonstrate effective interpersonal skills, and build trust and belonging internally and externally
- Develop own senior level network of contacts and coach others on how to build and maintain a network of contacts internally and externally

People Development
- Take a lead role in nurturing data-informed decision-making across organizations, including the creation of consistent application of data-informed practices across the organization.
- Lead training, design systems or templates to help U2L team develop, operationalize, and evaluate their strategies
- Oversee, coach, and manage direct reports; provide strategic guidance and performance feedback; maintain regular 1:1s; deliver timely mid-year and year-end conversations
- Take a leadership role in recruitment, retention, and management of talent within function and within organizational budget, in collaboration with function chief and HR
- Set and exemplify tone and culture of U2L, exhibiting professional, welcoming demeanor with all colleagues and volunteers

Technical Excellence
- Develop and present analysis to team, board, investors, Dallas ISD leadership
- Prepare high-impact charts, data visualizations, PowerPoint presentations, and memos to communicate key findings through a cohesive narrative
- Advanced skills in Google Suite and MS Office Products including Excel and PowerPoint as well as Salesforce, and Tableau
- Challenge assumptions and ask questions to evaluate data
- Critically examine all initiatives and programs with eye toward improvement

Ideal Candidate Qualifications
- Holds a bachelor's degree with a strong academic record; graduate degree is a plus, but not required
- Professional experience of more than 4 years in strategy consulting, nonprofit or social impact strategic planning, and/or data analytics; experience working in a K-12 or higher education system is a plus
- Strong proficiency in Microsoft Excel and PowerPoint is a must; Tableau, Alteryx, ArcGIS, and/or SQL is a plus, but not required
- Deep knowledge of various public education datasets and an understanding of relationships among variables within the education system, including knowledge and understanding of education policies and programs in the Dallas education sector and nonprofit communities
- Demonstrates excellent communication skills through email, Word, and PowerPoint as well as chart development and meeting facilitation

- Experience managing project teams
- Highly detail-oriented with a strong commitment to reporting accuracy
- A self-starter who is comfortable with taking ambiguous ideas or questions and creating solutions to further the work
- Ability to balance competing priorities and push forward on multiple projects in order to meet strict deadlines
- Has an inquisitive and growth mindset with a desire to incorporate feedback while working with urgency and humility
- Ability and willingness to lead and attend programming events as needed; including mornings, evenings, and/ or weekends

Preferred **Skills**:
- Strong strategic and analytical thinking, able to perform analysis and provide actionable insights that drive mindset change, behavior change, and resource reallocation
- Strong interpersonal and verbal skills, and experience building and maintaining professional relationships

Compensation and Benefits
As a full-time employee, the Director of Data Analytics and Insights will receive:
- Competitive Salary plus insurance benefits including dental and vision plans
- Participation in employer contributed retirement plan through a Vanguard IRA Fund
- Generous holiday schedule including 6 Federal holidays plus an additional 20 holidays in accordance with Dallas ISD's administrative calendar during the academic school year, which reflects extended Thanksgiving, Winter Holiday and Spring Break paid time off
- Plus, 10 days of paid time off as requested throughout the year

To apply, please email a cover letter and resume to careers@unitedtolearn.org.