IFF
Position Description

Title: Senior Community Data Analyst

Reports to: Practice Lead, Community Data Insights *(formerly Director of Spatial Analytics)*

Department: Social Impact Accelerator – Knowledge, Strategy and Impact *(formerly Research and Evaluation)*

Department Function: IFF's Social Impact Accelerator (SIA) Group is a cross-cutting team that sits at the nexus of nonprofits, communities, and IFF talent and expertise. The SIA Group provides thought leadership and expertise to drive corporate strategy across markets and Core Business Solutions, leads IFF's work in comprehensive place-based solutions and special initiatives, evaluates IFF's work for nonprofits and communities, and implements internal IFF initiatives. The Group includes Knowledge, Strategy and Impact, Talent Management, Development, and Vital Services. IFF's knowledge, strategy and impact practice informs IFF strategy, supports outcome measurement, and produces actionable data for community partners - nonprofits, foundations, and municipalities.

The Organization

IFF improves the world by strengthening nonprofits and the communities they serve. As a mission-driven lender, real estate consultant, and developer, IFF helps communities thrive by creating opportunities for low-income communities and persons with disabilities. Key to our success has been a deep sense of purpose, a broad perspective, and a relentless focus on achieving positive results. Across the Midwest, we help clients from every sector, including human service agencies,

health centers, schools, affordable housing developers, and grocery stores. Staff contributes its extensive business experience with an unrivaled connection to the mission of IFF and the nonprofit clients it serves.

IFF is looking for candidates with a commitment to the work it does and can demonstrate their creativity, detail-orientation, diligence, efficiency, enthusiasm, flexibility, organization, thoughtfulness, and sense of humor.

Our staff of over 100 professionals works from our Chicago home office, and we also serve the Midwest from seven regional offices: Indianapolis, IN; Detroit, MI; Grand Rapids, MI; Kansas City, MO; St. Louis, MO; Columbus, OH; and Milwaukee, WI.

Basic Job Function

The Senior Community Data Analyst identifies, prepares, and analyzes community datasets and extracts insights to solve real-world community development challenges for IFF and our community partners throughout the Midwest. As part of the Community Data Insights team, the Senior Community Data Analyst leads the development and implementation of quantitative data analysis plans and methods, including building relationships with community data stewards; researching national, regional, and local data sources; collecting and cleaning data; conducting quantitative data analysis, with an emphasis on spatial analysis; developing data visualizations; extracting actionable insights from data trends, patterns and spatial relationships; contributing to the development of presentations and reports; and designing and developing web apps and tools. The Senior Community Data Analyst must be a collaborative team player, intellectually curious, an advocate for the use of data to inform strategic decision making, and able to meet tight deadlines in a fast-paced environment.

Job Duties and Responsibilities:

1. Acquires and prepares quantitative data from secondary sources to support internal and external projects.

2. Develops and fosters ongoing partnerships with data owners, stewards, and analysts at the national, regional, state, and local level, including universities, community data centers, school districts, and government agencies.

3. With minimal supervision, develops and executes quantitative/spatial analysis plans and methodologies in support of mid-size to large internal and external projects with minimal supervision.

4. Leads small internal and external projects that incorporate secondary data analysis.

5. Designs and produces data visualizations including maps, charts, and graphs that are easily consumed, aesthetically appealing, and visually impactful.

6. Contributes to the development of reports, publications, and proposals. May occasionally be called upon to participate in presentations.

7. With minimal supervision, designs and develops innovative web apps, data tools, and resources that support strategic decision making and learning for IFF and our partners.

8. Participates on inter-departmental teams to complete multi-disciplinary projects that provide insights and solutions for internal and external clients.

9. Develops and completes annual professional development plan, in consultation with supervisor.

10. Attends and participates in required educational programs and staff meetings.

11. Carries out other related tasks, requests, and other duties as assigned.

Performance Measures:

1. Successful delivery of high-quality data analysis, insights, and data visualizations. Written drafts, outlines, analyses, visualizations, tools, reports and presentations are complete, accurate, comprehensive, and clear.

2. Consistent focus on high-impact, actionable research. Innovates to support clients and IFF as learning organizations.

3. Successful completion of project tasks according to budget, timeframe and goals set forth at the beginning of each project and department's policies and procedures.

4. Engagement with colleagues, clients, sectors, and projects embodies value of life-long learning and professional development.

5. Cultivates a culture of openness in information sharing. Encourages open communication, cooperation, and the sharing of knowledge.

6. Models personal accountability that promotes ownership and engagement.

7. Builds and maintains effective working relationships with colleagues, peers, partners, and team members measured by high satisfaction on IFF team evaluation and client surveys.

8. Values and supports differences in others, contributing to an inclusive work environment. Demonstrates the ability and willingness to communicate effectively with people of diverse backgrounds and experiences to create a collaborative, collegial, and caring community.

Position Qualifications:

Education: Bachelor's Degree required.

Previous Experience: Demonstrated advanced proficiency in quantitative data analysis, GIS software and geospatial analysis. Minimum of five years relevant experience is required.

Special Knowledge & Skills:

1. Interest in, knowledge of, experience with, and willingness to learn about nonprofits, community development and issues facing low-income communities and communities of color is essential.

2. Advanced proficiency in ArcPro and ArcGIS Online with demonstrated ability to build custom online applications and sophisticated online GIS tools.

3. Advanced proficiency with statistical software programs such as SPSS, Stata or R Studio.

4. Intermediate to advanced knowledge of Python preferred.

5. Proficiency in Microsoft Office suite required.

6. Exceptional data management and analysis skills using geographic, demographic, socio-economic, healthcare, education, housing, real estate, and economic data.

7. Advanced critical-thinking skills exhibited by the ability to take information from a wide variety of sources and synthesize/analyze the information in the context of a research project.

8. Ability to translate technical data into insights and visualizations meaningful to a broad audience. Effective and confident communicator.

9. Ability to set and meet deadlines.

10. Good relational skills, including with people from a diverse range of backgrounds, and ability to work collaboratively as part of a team.

Unusual Requirements: Travel within the Midwest may be required. Occasional evening and weekend work.

Location: Chicago

Application Instructions: Please submit a cover letter, resume and salary requirements to careers@iff.org with "Senior Community Data Analyst" in the subject line.

IFF values equity, diversity and inclusion as part of its mission to strengthen nonprofits and the communities they serve. IFF is an equal opportunity employer.