



Data Manager
Marin Promise Partnership
San Rafael, Ca

About Marin Promise

Marin Promise Partnership (MPP) is working together to make educational excellence a reality for all students in Marin, regardless of race or family income by 2028. We are a countywide partnership of school districts, community members, nonprofit directors, government officials, neighborhood leaders, post-secondary educators, business leaders, and funders partnering together for educational equity. At Marin Promise, we are seeking to create significant and deep impact in each of Marin Promise's 6 Cradle to Career milestone areas:

- Enter kindergarten ready to succeed.
- Read proficiently by 3rd grade.
- Master critical math concepts by 9th grade.
- Graduate high school ready for college & career.
- Enroll in college or post-secondary programs.
- Complete college or post-secondary program.

The Backbone Team is a small staff providing necessary supports to the overall partnership. It serves as a catalyst to unify & convene the Partners to work together to achieve measurable results. The backbone team supports the Partnership Council (30 organization leadership group) as well as six Action Teams focused on decreasing disparities at each Milestone (listed above). They report progress towards these milestone goals as well as support teams in identifying what intervention strategies are working to close the equity gaps. They encourage collective learning and continuous improvement. The backbone team is the "connective tissue" that holds the Partnership together and enables the educational equity eco-system to function more effectively and efficiently. Check us out at marinpromise.org to learn more!

Position Description

The Data Manager is a core member of Marin Promise's team, works closely with the Director of Collaborative Action, reports to the Executive Director, and is based out of San Rafael, CA. The Data Manager leads the strategic planning, analysis, and reporting of action team and accountability data for the organization.

Job Responsibilities

Work Flow Management

- Maintain a robust accountability framework for Marin Promise that spans the six milestones.
- Manage, refine and implement the existing data work plan for Marin Promise.
- Work closely with the Executive Director and Director of Collaborative Action to design meeting agendas and create supporting materials for the Collaborative Action Teams and Partnership Council.
- Pro-actively identify and research data needs to Executive Director.

Data informed Decision Making

- Identify information (both qualitative and quantitative) from all strategic partners required to make decisions around impacting outcomes; conduct research, analyze, and create material, strategy and plans to inform actions.
- Use data to inform discussions and facilitate meetings to drive decision making around shared measurements and outcomes.
- Develop reporting infrastructure to share data with internal and external audiences to make better decisions and drive change.
- Remain up to date on key economic, social and political trends impacting the quality of life of the youth and families within Marin County.
- Present data from and progress of Marin Promise's Collaborative Action Network via both written reports and oral presentations to various outside stakeholders.



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Equity and Social Justice Leadership

- Collect, analyze, and present data that measures how issues of equity impact the lives of children, youth and their families.
- Collaborate with Marin Promise partners and other stakeholders to facilitate the usage of race and equity tools to address systemic disparities in service delivery to children, youth and their families.
- Advocate for equity in all aspects of Marin Promise's work
- Ensure that the partners and members of the broader community, families and youth have the tools and materials necessary to engage participants in data around collective impact strategies.

Partnership and Community Engagement

- Maintain and strengthen relationships with key stakeholders in school districts.
- Utilize strong interpersonal and public speaking skills to effectively communicate Marin Promise's vision, goals, and strategies to all relevant community and partners.
- Represent Marin Promise before stakeholders, and the public, and at conferences, workshops, meetings, hearings, etc.
- Serve as the data face of the organization as a recognized thought leader, advocate and influencer for education of Marin's youth.

Qualifications:

You'll be a great fit for Marin Promise's Backbone Team if you're exceptional at:

- Developing and growing relationships
- Managing yourself and others (especially those that do not report to you!)
- Supporting others to get results (not needing credit)
- Conducting your work from a place of humility (with a little laughter too!)
- Communication - internally and externally
- Bicultural and bilingual in Spanish preferred
- Being flexible and adaptable
- Learning new data/software tools quickly

Additionally, you'll need:

- A bachelor's degree or equivalent work experience (advanced degree strongly preferred)
- 3+ years of experience in data analysis and/or reporting (must have familiarity leveraging data management and manipulation software such as Microsoft Access)
- Access to a Laptop/Computer with Microsoft Office applications (Word, PowerPoint, Excel) *(Please let us know if you need access to a laptop/computer for the Performance Task, we will be happy to provide).*
- Strong familiarity with Google docs and its associated tools related to data management
- Ability to clearly communicate technical information to a wide variety of audiences (strong written and oral communication skills, as well as strong interpersonal skills)
- Experience/Comfort working on a small, entrepreneurial team
- Excellent project management and organizational skills; ability to manage multiple priorities and complex tasks

Desired skills:

- Solid working knowledge of education data and experience helping practitioners use data to improve performance
- Advanced knowledge of statistical and data analysis tools (SPSS, STATA)
- Knowledge of data visualization tools and applications highly preferred (Tableau)
- Ability to manage details and work independently
- Impeccable written and oral communication skills



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- Familiarity with public education landscape in Marin helpful (experience living/working in Marin County is highly desirable)

Please note that candidates will be asked to complete the performance task prior to interviewing.

PERFORMANCE TASK

Background: In Marin County, a team of executive level school district personnel, teachers, principals, county offices and leaders from several nonprofit agencies have come together in order to determine how to address the county wide goal, "Learn to read by third grade".

Task: Prepare the Marin County data you would present on third grade reading using the Smarter Balanced Assessment data (see directions below). Please prepare a memo with the data and indicate how the team would engage with the data set you've presented. Data file can be found here: <https://caaspp.cde.ca.gov/sb2015/ResearchFileList> Select: Marin County

Marin Promise Partnership Benefits & Other Information:

We offer a unique, flexible work culture that is incredibly data-driven, results-driven and mission-focused. The Backbone Team cares deeply about closing the opportunity gap in Marin, and you'll have a chance daily to impact the lives of thousands of students on a small, but mighty team. Here are a few important details to know:

- Compensation is commensurate with experience and expertise and is highly competitive.
- We offer a flexible work schedule with opportunities to work remotely on occasion. This position also requires some flexibility in hours with some night and weekend work.
- This role requires regular travel throughout Marin County, so reliable access to transportation is necessary.
- We strive to be a learning organization, so we provide regular professional development opportunities as well as an annual staff retreat.
- Marin Promise Partnership's fiscal agent is 10,000 Degrees and you would officially be their employee.
- This position reports to Marin Promise Partnership's Executive Director.

Application Process:

Please submit a resume, a thoughtful cover letter outlining the reasons you should be our next Data Manager to info@marinpromise.org using the subject line "Data Manager – Last Name" by May 31, 2018. Please include your salary needs.

Marin Promise Partnership is an equal opportunity employer, hiring and promoting staff and providing equity training to individuals without regard to race, creed, ethnicity, gender, sexual orientation, marital status, national origin, age or physical ability. Women, underrepresented minorities, people with disabilities and veterans are strongly encouraged to apply.

No calls, please.