Job Description: Director of Data and Partnerships

About Graduate Tacoma!

"By the Class of 2020, WE WILL increase by 50% both the high school graduation rate of Tacoma Public Schools' students and those who complete a college degree or technical certificate. Success will require measuring and closing gaps in access, opportunities, and achievement for all students from cradle to college and career."

The Foundation for Tacoma Students is the backbone organization that supports, organizes, and catalyzes the community-wide Graduate Tacoma movement, urging action from everyone in the community—educators, parents, students, early learning and higher education, elected officials, business and labor, community service and youth organizations, non-profits and philanthropy, local government and communities of faith—to help improve student achievement and success in Tacoma.

In 2010, just over half the students in Tacoma were graduating from high school; an unacceptable 55%. Since then, the community has come together around a bold and ambitious goal, with a commitment to alignment and transparency with Tacoma Public Schools. Today, we are measuring and working together to improve 11 student indicators and six community indicators that span from cradle to college and career.

The Graduate Tacoma movement is made up of more than 260 community partners, many whom sit on one of four Collaborative Action Networks: Early Learning and Reading, Out of School and Summer Learning, Tacoma Science, Technology, Engineering, Arts, and Math (STEAM), or the Tacoma College Support Network. The Director of Data and Partnerships primary responsibility is to support the data needs of the backbone organization and each of the Collaborative Action Networks.

Position Description

The Director of Data and Partnerships is a core member of the Graduate Tacoma management team, reports to the Executive Director, and works closely with other members of the management team. The Director of Data and Partnerships leads the strategic planning, analysis, reporting and direction of Graduate Tacoma's overall data infrastructure and manages one/more data analyst(s).

Job Responsibilities | Work Flow Management

- Implement a robust accountability framework for Graduate Tacoma that spans the 17 cradle to career indicators.
- Manage, refine and implement the existing data work plan for Graduate Tacoma.
- Work closely with the Executive Director, management team, and Data Manager to design meeting agendas and create supporting materials for the Collaborative Action Networks.
- Facilitate monthly Data Committee meeting with key stakeholders.
- Pro-actively identify and research data needs to Executive Director.
- Establish, maintain, and manage contract(s) with data collection software vendor(s).
- Maintain and manage data systems.

Job Responsibilities | 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 in order 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 Tacoma.

- Negotiate and develop data sharing agreements with relevant partners and facilitate data collection as required.
- Support the Data Manager to provide canned reports and oral presentations on the progress of Graduate Tacoma's Collaborative Action Network to various outside stakeholders.

Job Responsibilities | 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 Graduate Tacoma 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 Graduate Tacoma'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.

Job Responsibilities | Partnership and Community Engagement

- Manage, maintain, and strengthen relationships with K12 Public School Administrators, including Superintendents and Cabinet level members.
- Utilize strong interpersonal and public speaking skills to effectively communicate Graduate Tacoma's vision, goals, and strategies to all relevant community and partners.
- Represent Graduate Tacoma 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 Tacoma youth.

Education, Knowledge and Experience Requirements

- Bachelor's Degree with five or more years of experience in data analysis and reporting
- Advanced degree strongly preferred.
- 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 about data visualization tools and applications highly preferred (Tableau).
- Ability to clearly communicate technical information to a wide variety of audiences.
- Strong familiarity with equity issues.
- Excellent project management and organizational skills; ability to manage multiple priorities and complex tasks.
- Solid management experience.
- Ability to manage details and work independently.
- Impeccable written and oral communication skills.
- Strong interpersonal skills.
- Proficiency in Microsoft Office suite.
- Familiarity with public education landscape in Tacoma helpful.

Equal Opportunity Employer

Graduate Tacoma is an equal opportunity employer, hiring individuals without regard to race, ethnicity, gender, sexual orientation, marital status, national origin, age, or physical ability.

To Apply

Please email a Resume and Cover Letter to Leigh Butler at hr@graduatetacoma.org using subject line "Application for Director of Data and Partnership – YOUR NAME." No phone calls please. The position will remain open until filled.