



Job Announcement

Director of Data and Evaluation

July 2022

Organizational Overview:

URGE plays a unique and critical role as a reproductive justice organization that engages young people and catalyzes their power to fight for the ability of all people to build the families they want, access the healthcare they need, and to live and love in a way that's true to who they are. Working with young people ages 18-30, and the leadership of young people of color, women, queer, trans, and nonbinary folks, and people of low-income, URGE provides training, field mobilization and national leadership to move policy, systemic, and cultural change.

At the core of URGE's mission are our values, commitment to justice, equity, diversity, and inclusion, disrupting anti-Blackness and dismantling white supremacy. We seek candidates whose values are aligned with those of our organization.

Position Summary:

URGE seeks a committed, experienced individual who is passionate about reproductive /social justice to oversee the organization's various data systems.

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They are responsible for ensuring that data collected by various programs and teams are complete, accurate, effectively utilized, and organized in alignment with set security standards. The Director of Data and Evaluation cleans, analyzes, and presents data to demonstrate to various internal and external stakeholders that URGE's programs are delivering the impact as intended and are improving outcomes for young people. They provide technical assistance to internal and external stakeholders on using data to guide decision making and to enhance URGE programs and projects.

Qualified candidates must have knowledge of and commitment to reproductive health and rights and/or social justice issues, extensive relevant experience managing data (7-10 years), experience with CRMs, excellent analytical skills, be detail-oriented, and be willing to identify and provide support where needed for a variety of diverse programs and projects. Must be good at communicating with others, and truly excel in the world of numbers, records and raw data. This position will report to the Deputy Director for Programs & Policy.

Placement: This is a remote position. Candidates can apply from any state in the U.S. -Candidates must be prepared to work from a home office with equipment provided by URGE and attend in-person events such as press conferences and coalition meetings.

This is a full-time exempt position. This position reports to the Deputy Director of Programs and Policies.

Responsibilities:

- Assess data capacity, formulate techniques, and offer technical assistance related to data collection, data quality, cleaning, analysis and reporting for projects, programmatic work and teams.
- Identify appropriate and adequate tools for data collection and management to meet the needs of the organization.
- Devise and implement efficient and secure procedures and policies for data handling and analysis to ensure the quality, accuracy, and security of data.
- Be familiar with the capabilities and limitations of the organization's data system and serve as a resource to other program directors on data-related projects.
- Work with various teams, internally and externally, to provide guidance regarding best practices related to data collection procedures, data management, data quality, continuous quality improvement, and data sharing.
- Streamline data collection and analysis procedures to ensure fast access to metrics and support various programs and partners with developing performance measures and targets to tell the story of URGE's work.
- Lead various Data & Evaluation workgroups and support collaborative tables on behalf of URGE.
- Monitor and analyze information and data systems and evaluate their performance to discover ways of enhancing them (new technologies, upgrades etc.)
- Regularly collaborate with Program Directors and teams to develop surveys, evaluation questions and measurements, and other data collection tools using best practices.
- Create and implement systems and procedures for collecting and storing evaluative data; analyzing, reporting and presenting findings internally and externally.
- Collaborate with Field in the creation of an organization ladder of engagement. Create and implement systems and procedures for collecting and storing resulting data.
- Attend required meetings, trainings, and funded partner support sessions including but not limited to Development update meetings; assisting with reports and data extraction when needed.
- Support and train others in the daily use of data systems and technologies and ensure adherence to legal and company standards.
- Ensure that the organization's data systems are secured and protected from potential breaches, malicious attackers, and data losses.
- Collaborate with fellow staff members to discuss any data problems that may arise and develop potential solutions, as well as authorize maintenance or modifications.
- Collaborate with Communications team around URGE's emerging digital organizing tactics, assisting in the data collection and maintenance aspect.
- Create charts, graphs, maps, and other visual data displays to showcase the impact our work has in our states.
- Help create, and where necessary, support adjustment of goals for Integrated Voter Engagement campaigns, and other programs.

- Perform other duties and special projects as assigned by the Deputy Director of Programs and Policies.

Qualifications:

- Strong commitment to reproductive, gender, and racial justice; to the rights of all individuals to make their own decisions about sexual and reproductive health; and to government's responsibility to defend and support those rights.
- Commitment to reproductive and gender justice, abortion access for all, queer and trans liberation, building young people's political power, and dismantling white supremacy.
- Commitment to co-creating a work environment that is just, equitable, and inclusive to all, including Black, Indigenous, and other people of color, LGBTQIA+ people, women, and people with disabilities.
- Demonstrated commitment to youth organizing.
- Extensive relevant experience (7-10 years) managing data (including data collection, developing data processes, analyzing and evaluating data, providing technical assistance, and writing reports).
- An understanding of how data collection and presentation must be done within an anti-racist and anti-oppression framework.
- Understanding of the principles of data management and administration.
- Familiar with modern databases and IT systems and a strong aptitude for learning new software programs and identifying appropriate software tools to meet organizational needs. Expertise in VAN, EveryAction, and other modern IT databases; higher-level permission experience preferred.
- Fluency with Tableau, SQL, Python or other statistical software packages a plus.
- Excellent written and verbal communication skills; must be able to build partnerships and work with a variety of programs and individuals.
- Experience with strengths opportunities aspiration results model, results based accountability, or other evaluative tools to assess programs and impact.
- Proficiency with social media platforms, including Facebook, Snapchat and Twitter.
- Knowledge of Microsoft Office programs and web/online tools; strong proficiency in Microsoft Excel.
- Ability to juggle multiple tasks with a high standard regarding accuracy and attention to detail; and proficiency in digesting and analyzing large amounts of data.
- Excellent analytical and problem-solving skills; ability to use experience and good judgment to make appropriate decisions.
- Flexible team member who is a proactive, self-starter with the ability to independently prioritize multiple projects, tasks, and assignments.
- Ability to work well with a team, take direction and feedback, and share skills and knowledge.
- Familiarity with HIPAA, FERPA, and other privacy and security protection required.
- Ability to ensure adherence to applicable Federal, State, or local rules, regulations, and laws.
- Willingness to identify, develop and take on new opportunities to further URGE's mission.

Salary: \$80k-\$98,500 Annually with excellent benefits, including health and dental coverage for

staff fully paid by URGE. Because of the differences in cost of living based on location, URGE utilizes location in determining salary, among many factors.

To Apply: Applications are accepted on a rolling basis. Please state “**Director of Data and Evaluation**” on the subject line. Incomplete applications will NOT be considered. Please send a cover letter and resume to jobs@urge.org.

URGE is an equal opportunity employer. People of color, lesbian, gay, bisexual, transgender people and those with disabilities are strongly encouraged to apply.