

Data and Impact Analytics Manager
New York, NY
IMMIGRANT JUSTICE CORPS
<http://justicecorps.org/>
Date Posted: 03/29/2019
Job Type: PROGRAMS
Schedule Type: Full Time
Practice Areas: Immigration



Organization Description

The Immigrant Justice Corps (IJC) seeks a Data and Impact Analytics Manager to join our fellowship program. IJC is the country's first fellowship program dedicated to meeting the need for high-quality legal assistance for immigrants seeking citizenship, other affirmative applications, and fighting deportation. Inspired by Chief Judge Robert Katzmann of the U.S. Court of Appeals for the Second Circuit, IJC brings together the country's most talented law school and college graduates to provide high quality representation to low income immigrants. IJC's two-year Fellowship program connects Fellows to the best legal services providers and community based institutions nationwide and leverages the latest technologies. The program also fosters a culture of creative thinking that engenders new strategies to reduce the justice gap for immigrant families, ensuring that immigration status is no longer a barrier to social and economic opportunity. Since IJC's founding in 2014, IJC has effectively assisted more than 43,900 immigrants and family members with a 93% success rate.

Role Description

The Data and Impact Analytics Manager will lead IJC's work quantifying organizational goals and measuring impact towards mission. This will include developing reports and analytics for both internal and external purposes and assist in strategic decision making for program development. The Data and Impact Analytics Manager will also oversee the organization's case management system(s) assuring the quality, production, and efficiency of data and system processes. The Data and Impact Analytics Manager will be part of the Program Team reporting to the Deputy Director but will play a key role for the organization across functions and interact closely with Operations and Communications.

Duties and Responsibilities

The Data and Impact Analytics Manager's responsibilities will include the following:

- Develop KPIs and analytics for program assessment, management review and external reports.
- Create and develop leading edge analyses and metrics that will document and segment end user behavior and preferences. Provide recommendations to improve program workflow and organizational client services.
- Oversee production, implementation and maintenance of data systems and technology management across the organization.
- Train, troubleshoot and serve as point of contact for fellows and staff on data and tech systems
- Ensure data integrity and security to protect organizational information
- Develop new techniques, models and plans within area of expertise and develop user guides and processes for data management.
- Evaluate complex situations using multiple sources of information filters, validate and interpret dynamic material.
- Apply developed project management techniques.
- Define the technical implementation of the software architecture.

- Review developmental frameworks, coding standards, conduct code reviews and walkthroughs, and conduct in-depth design review.
- Responsible for overseeing software design and/or upgrade and development including database transitions.

Skills and Experience

- Bachelor's Degree in Information Systems, statistics, mathematics, finance or related field.
- 5+ years' experience as a Sr. Leader/Architect or Data Analyst with strong experience analyzing large data sets
- Must be experienced in designing and preparing executive level facing reports and presentations.
- Experienced in consumer and demographics profiling methodologies.
- Experienced in location based geographic analysis tools and techniques for demographic and behavioral reporting.
- Strong skills in BI (Business Intelligence), Analytics, Pivot Tables and advanced Excel and Access usage – ability to define and perform complex data analytics. Working knowledge of one of the following ODBC, MySQL, SQL, PHP MyAdmin, and Navicat.

Required Strengths

- ✓ Passion for IJC's mission.
- ✓ Must be a self-starting individual with strong interpersonal and communication skills.
- ✓ Must possess the ability to make complex information easily understood by multiple audiences and to expose information not obviously visible or implied in the data.
- ✓ Ability to translate complex numerical insights into compelling data visualizations.
- ✓ Dependable execution, ability to manage aggressive deadlines while maintaining meticulous attention to detail.
- ✓ Strong sense of responsibility and accountability; team player and partner mentality

SALARY

Commensurate with skills, experience and duties

Benefits

Excellent benefits package including dental and vision.

Application instructions

Email a detailed cover letter explaining why this job would be a great fit for you, a resume and three (3) references to recruitment@justicecorps.org with "Data and Impact Analytics Manager" included in the subject line.

IJC is an Equal Opportunity Employer.