

## **INSTITUTE FOR NONVIOLENCE CHICAGO**

**POSITION TITLE:** Director of Data and Tech Operations

**REPORTS TO:** VP of Organizational Advancement

The Institute for Nonviolence Chicago's (INVC) mission is to end the cycle of violence using Dr. Martin Luther King, Jr.'s principles and teachings of nonviolence. Informed by a philosophy of nonviolence, Nonviolence Chicago will establish caring and sustained relationships with participants engaged in the cycle of violence. We will emphasize partnerships with community members, leaders, social service providers, and local law enforcement to reduce community levels of violence. We will help create a safer, healthier environment for young adults, youth, and their families. These general approaches will be specifically addressed using for major methods: Community Violence Intervention (CVI) / Street Outreach, Individualized Service Provision, Victim Support Services, and Nonviolence Training.

### **POSITION OVERVIEW:**

Reporting to the VP of Organizational Advancement, the Director of Data and Tech Operations works closely with INVC's senior management and collaboratively with the entire INVC team as well as external partners towards its mission to achieve a transformative reduction in Chicago's gun violence.

The Director will collect, integrate, and analyze data, develop compelling data visualizations, author comprehensive data reports, and present findings to diverse audiences and stakeholders to inform investment decisions and program strategies, measure outcomes and impact, and support day-to-day operations. The Director will also support the administration and maintenance of INVC's data collection platform, CiviCore.

A dedication to INVC's mission is essential.

### **ESSENTIAL FUNCTIONS/RESPONSIBILITIES:**

- Manage short and long-term data projects including gathering requirements, developing project timelines, selecting appropriate tools for data ingesting, cleansing, analysis, and reporting
- Develop and complete data reporting requirements for an internal audience and continuously partner with INVC leadership to improve the quality of reporting and the utilization of data
- Develop and complete data reporting requirements for diverse external audiences and stakeholders, including direct service providers, funders, community partners, policymakers, researchers, etc.
- Apply critical thinking and objective analysis to data sets, identify data trends, highlight anomalies, and look for opportunities for data modeling improvements
- Support and collaborate across a variety of INVC and non-INVC Teams, including our Evaluation Partner - Northwestern University's CORNERS lab, and others
- Oversee at least one staff person as well as interns

- Work across all departments to make sure that appropriate data is captured to highlight successes and best tell the INVC story
- Participate in leadership meetings, as requested
- Manage the department's budget and participate in hiring/onboarding, as needed
- Provide CiviCore support to INVC Program Teams and Partner Program Teams through end-user setup and training, generating reports and dashboards, and connecting to external tools where appropriate (e.g. Excel, PowerBI, Tableau, etc.)
- Ensure CiviCore data quality by identifying, investigating, and managing the resolution and escalation of data quality issues
- Other duties as assigned

**QUALIFICATIONS:**

- Experience working with a range of data sets: sensitive and/or confidential, small to large, complex and/or administrative data, external and internal data
- Strong data visualization, and analytical skills
- Strong and versatile communication skills and ability to present to various stakeholders of varied technical backgrounds
- Flexibility to adapt to changing needs in order to best support INVC's mission
- Works effectively and efficiently, both virtually and in-person, independently and as part of a team
- Ability to travel and meet in-person with teams and stakeholders across the Austin, West Garfield Park, Back of the Yards, and Brighton Park
- Learns new technologies quickly and takes a pragmatic approach to using data and technology
- Growth mindset with a desire to grow skills in data analytics, data engineering, and data science

**SALARY/BENEFITS:**

Competitive/commensurate with experience and other qualifications. Competitive benefits package available, including Health, Life, and 401K. Employment with INVC requires proof of vaccination or an approved medical exemption.

To apply, please send a cover letter along with your resume to [hiring@nonviolencechicago.org](mailto: hiring@nonviolencechicago.org).

**Institute for Nonviolence Chicago -- EEO Statement**

Institute for Nonviolence Chicago provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Institute for Nonviolence Chicago complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.