



## Lead Data Analyst- Project Kinship JOB ANNOUNCEMENT

TITLE	Lead Data Analyst
FLSA STATUS	Non-Exempt
PAY CLASS	Full-Time
REPORTS TO	Associate Executive Director
LOCATION	Santa Ana, California (Project Kinship)

### Who is Charitable Ventures?

Charitable Ventures was created to make sure nonprofits are resilient, effective and empowered so they can serve their communities when they are needed most. Aiming to make our community more socially, racially and economically just, our employees guide and design strategies to effectively address those needs.

Project Kinship is a fiscally sponsored project of Charitable Ventures. The mission of Project Kinship is to provide support and training to lives impacted by incarceration, gangs and violence through hope, healing and transformation.

### Do you have a passion for helping the social sector use data to improve outcomes?

If so, your passions align with the Charitable Ventures/Project Kinship mission!

### What are we looking for in our next team member?

Answer the questions below to see if you may be our new team member!

Are you ready to:

- Assist with development, design, modification and dissemination of data collection templates to track participant demographics and outcomes?
- Coordinate research activities across multidisciplinary teams?
- Develop processes and protocols for data cleaning, validation and analysis?
- Create text, tables, figures and charts for presentations and reports?
- Create new ways to view the data and illuminate stories with the results?
- Commit to the agency's Mission, Vision and Values?
- Support the critical work of the social sector?
- Work with like-minded people?



**If you answered yes to any of the questions above, your next career may be waiting for you at Charitable Ventures! And we would love to explore it with you.**

### **Job Summary**

At the direction of the Associate Executive Director, the Lead Data Analyst will be responsible for the efficient and accurate management of Project Kinship data and data infrastructure.

### **What are the desired qualifications?**

#### **Education:**

Bachelor's degree in social sciences, sciences, mathematics/statistics, engineering, computer science or related field.

#### **Experience:**

Minimum of 2 year's experienced working on data collection and management. Experience building and maintaining databases of quantitative and qualitative data. Highly advanced MS Office skills, capable of producing summary tables/pivot tables/lookup/index fields/developing syntax/visualizing data. Has background in descriptive statistics and background in or willing to learn inferential statistics using SPSS or related software. Experience developing survey tools with Survey Monkey or Survey Gizmo. Bilingual in Spanish or other threshold languages is preferred.

**Compensation** Commensurate with experience, education, and market (\$23- \$29 per hour)

### **Benefits**

- All employees: 401(k) voluntary employee contribution
- Full-time employees (30 or more hours per week): health insurance (medical, dental, vision); paid time off; company-wide holidays
- **But the most rewarding benefit is your ability to contribute to building stronger communities!**



**Is this job not a right fit for you? Maybe it is for a colleague, friend, or neighbor. Please refer anyone that may be a good fit! And check back for other postings as you may become a team member through *your* unique skills and experiences!**

### **Company Summary**

Launched in 2007, Charitable Ventures is a non-profit organization dedicated to creating positive social impact through transformative ideas and investments. The agency provides incubation, sponsorship, and capacity building services such as planning, facilitation, and evaluation for funders, non-profit organizations, government, and community leaders throughout California.

Charitable Ventures maximizes the impact of emerging and established nonprofits, as well as donors and foundations with a passion for change – and is considered an essential part of the nonprofit sector infrastructure in Southern California. Since inception, it has fiscally sponsored more than 60 projects that address a wide array of social issues.

**Applications:** Please send cover letter and resume to [info@projectkinship.org](mailto:info@projectkinship.org)

*Charitable Ventures is committed to the principle of equal employment opportunity. In all that we do, Charitable Ventures supports its clients, projects, staff and partners through our commitment to equity, economic and social justice, diversity and inclusion, and in ways that uplift our communities' assets and potential.*