POSITION DESCRIPTION

Position | Data and Research Analyst | Category | Full-time, permanent
Supervisor | Deputy Director | Function | Programmatic

Position Overview

The Data and Research Analyst will support the myFutureNC team’s efforts to analyze data, use data to formulate visual stories, identify gaps, and drive the work of the organization.

This data-driven and results-oriented individual will play a critical role in advancing the organization’s work by providing analysis on key data and relevant research, as well as supporting the development of targeted pilots to help generate proof points of what is possible.

Key Functions & Responsibilities

- Conduct regular reviews of emerging research in K-12 and postsecondary to identify trends that could benefit North Carolina and source ideas for system improvement.
- Identify research developments that should be shared across the myFutureNC team and/or with myFutureNC stakeholders.
- Support the design and development of research projects, reports, and initiatives to advance myFutureNC’s strategic priorities.
- Support myFutureNC’s annual progress monitoring to understand where, how, and why statewide reforms are or are not meeting North Carolina’s student success goals.
- Support myFutureNC’s ongoing data analysis work, ensuring that data is:
  - Collected efficiently and effectively to measure the impact of myFutureNC’s work;
  - Acquired from secondary sources with attention to data security;
  - Analyzed to identify trends and patterns to inform myFutureNC’s priority setting, policy advocacy work, and strategic practice work, and;
  - Used to generate highly visual and user-friendly data reports for public dissemination to a diverse set of stakeholders.
- Support myFutureNC’s strategy around generating and identifying proof points through targeted research and pilots, which includes:
  - Analyzing data to identify common challenges across systems;
  - Proposing and helping to design communities of practice to target common challenges;
  - Planning visits and meetings for key stakeholders, and;
  - Proactively tracking and sharing knowledge and lessons learned from strategic practice with myFutureNC team and other key stakeholders to support continuous improvement and ensure work has impact beyond pilots.
- Serve as the organization’s key point of contact with data contractor (currently UNC Carolina Demography).
- Present data to, and solicit input and buy-in from, key stakeholders.
- Come up with policy and action suggestions based on research and analytics.
- Coordinate, develop, and initiate information and data requests of necessary partners to measure progress towards goals and to allow for evidence-based and data-informed policy.
- Plan, and coordinate research and program evaluation activities for the company.
- Work together with evaluators on data collection and quantitative and qualitative analysis duties.
## Position Competencies, Compensation and Travel

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<tr>
<th><strong>Education</strong></th>
<th>Bachelor’s degree in research, data analytics or related field.</th>
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<tr>
<td><strong>Experience</strong></td>
<td>Minimum 3 years of experience in research and data analytics.</td>
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| **Skills**     | - Passion for myFutureNC’s mission, a drive to dramatically improve student achievement in North Carolina, and an understanding of current national, state, and local education policy issues.  
                 - Deep alignment with myFutureNC’s core values of collaboration, optimism, courage, excellence, and innovation.  
                 - Understanding of the education field and education policy, including a working knowledge of education research trends, methods, and sources.  
                 - Ability to problem-solve in the moment and proactively consult and collaborate with other team members as appropriate.  
                 - Strong analytical skills, with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy.  
                 - Experience analyzing and using data, including experience analyzing large datasets with an ability to visually display the data in a user friendly way that adequately tells the story.  
                 - Excellent written and verbal communication skills to move projects forward and clearly communicate both internally with team members, as well as with outside stakeholders.  
                 - Demonstrated ability to think in strategic, analytic, and innovative ways.  
                 - Ability to leverage data, research, and insights to help inform strategy. |
| **Compensation** | Full-time position with salary commensurate with relative experience. Benefits competitive with public and private industry including but not limited to health and savings plans. 40 hours per week. |
| **Position Type** | Hybrid: This position is based in Raleigh, NC and requires a minimum of 2 but no more than 3 in-person office days per week. Exceptions may apply on an as-needed basis with advance notice provided. |
| **Travel** | This position requires some travel for planning and in-person events. |
| **Apply** | Interested applicants should send resume and cover letter to: office@myfuturenc.org |

### About myFutureNC
myFutureNC is a non-partisan statewide nonprofit organization which promotes a shared vision for an education-through-workforce continuum across North Carolina (from early childhood through adulthood) and aligns and coordinates local, regional, and state actions that will dramatically increase attainment of valuable credentials and postsecondary degrees. Our work is guided by meeting or exceeding a goal of at least two million North Carolinians by 2030 with valuable, high-quality credentials and postsecondary degrees that will lead to a stronger, more competitive, and prosperous North Carolina.