

Data Coordinator Job Description

Job Summary: The Greater Watertown Community Health Foundation (GWCHF) is committed to embedding a Results-Based Accountability™ (RBA) approach into how we work to improve the well-being of our community, and how we manage and learn from our programs and services to most effectively meet the needs of those we work with – ensuring that children, adults, and families are “better off” for our work. The data coordinator will continue building a culture of RBA and continuous quality improvement within the Foundation, community partners and grantees.

Reports to: Director of Impact

Duties and Responsibilities:

- **Social Impact Measurement:**
 - Design, manage, and improve the Foundation’s impact data collection, tracking, and analysis methodology.
 - Partner with project teams to define ambitious yet achievable results.
 - Develop ways to gather and analyze data that captures the strategic social impact outcomes that the Foundation (Every Child Thrives) programs are driving.
 - Ensure all outcome metrics and targets are viewed through a lens of RBA and that data collection efforts are not overly burdensome on partners / grantees.
- **Data-driven Consultation and Planning:**
 - Provide recommendations to Foundation / Every Child Thrives project teams to apply a data driven mindset to decision making.
 - Lead relationships with internal and external measurement partners.
 - Support the Foundation and Every Child Thrives teams as new and emerging data measurement and evaluation priorities arise.
- **Project Management:**
 - Work as part of a team in the development and execution of strategic measurement and reporting plans, and as needed on special projects.
 - Develop and manage monthly, quarterly, and yearly reports for reporting and grant writing purposes.
 - Work collaboratively and integrate with team members including across other teams as needed.
 - Meet deadlines and adjust to shifting priorities.

About Us:

The Greater Watertown Community Health Foundation is a catalyst for positive, lasting and measurable health improvement across the region. Our vision is a thriving community where *everyone* enjoys good health and wellbeing.

Our Mission: To inspire collaboration, mobilize resources and encourage innovation that measurably contributes to the wellbeing of our community.

Big challenges demand big solutions

GWCHF is a connector – bringing together the people, organizations and resources needed to create lasting change. We believe that transforming community health requires more than just writing a check. It requires listening. Engaging. Empowering the “doers” of our community to apply their talents to create a healthier tomorrow.

GWCHF strategically focuses our resources to “move the needle” on community health indicators. We value collaboration, maximizing community assets and improving health over the long-term. We invest in *root cause solutions* to create sustainable change.

Qualifications:

Education and Experience

- 4-6 years of experience in a social impact or outcomes measurement and reporting role.
- Bachelor's degree required and masters or certification desired, preferably in statistics, math, or in a field related to social impact outcomes measurement.
- Strong analytical skills, with a proven ability to prioritize, manage multiple priorities and work under tight deadlines.

Certificates, Licenses, Registrations

- None required

Knowledge and Skills

- Ability to work cooperatively and inclusively with others to achieve shared goals.
- Effective interpersonal skills exemplified by initiative, diplomacy, positive attitude and professionalism.
- Ability to develop and maintain strong working relationships with a diverse group of stakeholders.
- Willingness to learn and adapt to a fast-paced, continually evolving work environment.
- Capacity to create and build new systems, practices and cultures.
- Comfort with ambiguity and evolution; including the position's roles and responsibilities and the organization's priorities and projects
- Track record of developing progresses that increase evidence use in decision-making across an organization or team.
- Strong project management skills with demonstrated ability to execute and follow through to achieve intended results, by honoring commitments, prioritizing work, and managing time and resources well.
- Ability to develop work plans that organize project work into discrete tasks, sequencing activities to achieve maximum efficiency. Able to adapt projects and programs based on feedback.
- Ability to anticipate operational/program issues and identify preventative measures. Identifies, clarifies and resolves complex problems within own work area or team.
- Excellent written and verbal communication skills.
- Ability to explain complex data processes in simple terms.

Travel:

Local travel to various worksites is required. Driver's license required.

Work Environment: While performing the duties of this job, the employee regularly works in an office setting.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear. The employee is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch and crawl.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

To Apply: Please forward resume and letter of inquiry to **Kim Melcher, Director of Impact:**

kmelcher@watertownhealthfoundation.com