



DREAM BIG. WORK HARD. WE'LL HELP.<sup>SM</sup>

Position: Manager of Data & Evaluation  
Reports to: Associate Director of Data & Evaluation  
Posting Closes: November 28, 2021  
Location: Columbus, Ohio (Hybrid)

Dream Big. Work Hard. We'll Help. That is **I Know I Can's (IKIC)** promise to the students of Columbus City Schools, South-Western City Schools, Whitehall City Schools, and now in 2021, Groveport Madison Schools. For nearly 34 years, **IKIC** has been the anchor organization for college access in Columbus, with expansion into additional Franklin County districts. **IKIC** achieves its mission, “to inspire, enable, and support students to pursue and complete a college education,” by focusing service efforts around three critical junctures: early awareness, college access, and college enrollment and persistence. To help achieve this mission **IKIC** is looking to expand its data and evaluation capacity with the addition of a Manager of Data and Evaluation.

**Position:** The Manager of Data & Evaluation (MoDE) reports to the Associate Director of Data and Evaluation and is a full-time position. The primary responsibilities of the MoDE are to support the development and execution of a comprehensive framework for program evaluation at **IKIC** that directly influences and increases the strategic decision-making capacity, and therefore the effectiveness, of the organization. The MoDE’s work will also support specific departmental program goals through direct, cross collaboration with programmatic peers.

You will do this by:

- Contributing to the development and implementation of **IKIC’s** long-term research agenda.
- Liaising and troubleshooting **IKIC** staff data and database concerns.
- Managing **IKIC’s** database for internal use and data integrity.
- Conducting appropriate analysis of quantitative and qualitative program data.
- Preparing reports and other visualizations summarizing analysis and evaluation results.
- Designing and managing report and dashboard solutions using appropriate technologies to ensure that **IKIC** staff have the information they need to make decisions.
- Continually identifying and implementing opportunities to improve data systems and processes.

In addition to the primary responsibilities of the MoDE, the following examples may provide insight on the personal qualities of the position. The following are not requirements but can assist in aligning the role with your preferences:

- You are passionate about collecting and analyzing quantitative and qualitative data to assess the impact of an intervention and leveraging that information to inform and improve practice.
- You see the value in not only knowing if a solution works, but why and how it works as well.
- You enjoy the complex work of translating observations and wonderings into reliable and valid research projects that yield actionable findings and recommendations.
- You thrive on collaboration and feedback and you support your peers by demonstrating empathy, inclusivity, and trust.
- You enjoy learning about and experiencing our program model.

**Qualifications:**

- Bachelor's Degree (Required)
- Microsoft Office skills (Required)
- Strong project management skills (Required)
- Database experience - i.e. Salesforce.com, (Required)
- Business intelligence experience - i.e. Power BI (Required)
- Quantitative analyst experience (Required)
- Qualitative research experience (Strongly Preferred)
- Postgraduate Degree in Program Evaluation or related field (e.g., public policy, education policy, psychology, sociology) (Preferred)
- 3+ years experience with statistical analysis software – R, Python, SAS, SPSS (Preferred)

**I Know I Can** offers a competitive compensation and benefits package\* which includes medical, dental, vision, life insurance, retirement matching, and more. We also offer a generous paid time off policy, including more than 25 paid vacation days, holidays, and sick days.

*\*I Know I Can reserves the right to change benefits at any time according to business need.*

**I Know I Can** is equal opportunity employer and does not discriminate against any employee or applicant for employment on the basis of age, ancestry, color, disability, ethnicity, gender identity or expression, genetic information, HIV/AIDS status, marital status, national origin, political ideology, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected status. We are committed to providing an environment that is free of discrimination for all our employees as well as the students and families we serve.

*Interested?* Please send a cover letter and resume to:

Kimberly Hayes, Director of Finance and Operations at [employment@iknowican.org](mailto:employment@iknowican.org)

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