



DREAM BIG. WORK HARD. WE'LL HELP.™

Position: Data and Reporting Manager
Reports to: Director of Data & Evaluation
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 Reynoldsburg City Schools. To help achieve **IKIC's** primary mission, of helping students pursue their postsecondary dreams, **IKIC** is looking to expand its data and evaluation capacity with the addition of a Data & Reporting Manager.

Position: The Data & Reporting Manager (DRM) reports to the Director of Data and Evaluation and is a full-time position. The primary responsibilities of the DRM are to support the development and execution of a comprehensive framework for program evaluation at **IKIC**. This framework directly influences and increases the strategic decision-making capacity and effectiveness of **IKIC**. The DRM will also support organizational goals by reporting on **IKIC's** programmatic impact.

You will do this by:

- Contributing to the development and implementation of **IKIC's** long-term research agenda.
- Conducting data quality audits on internal and external data and cleaning data necessary to meet system and end user standards.
- Coaching and training end users on best practices related to data entry and data tools.
- Preparing reports and other visualizations summarizing program results.
- Continually identifying and implementing opportunities to improve data systems and processes.

In addition to the primary responsibilities of the DRM 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 data to inform and improve practice.
- You see the value in knowing if a solution works, but also why and how it works.
- You thrive on collaboration and feedback while supporting your peers by demonstrating empathy, inclusivity, and trust.

Qualifications:

- Bachelor's Degree or equivalent credentialed /certified skillset (Required)
- Microsoft Suite, specifically Excel and SharePoint (Required)
- Strong project management skills (Required)
- Quantitative analyst experience (Strongly Preferred)
- Reporting and visualization tool – e.g. Tableau/CRM Analytics (Preferred)
- Database experience - e.g. Salesforce, (Preferred)

Interested? Send your cover letter and resume to Kimberly Scott, Chief Administrative Officer at employment@iknowican.org