
Tulsa Area United Way

Job Title: Research and Data Director

Department: Community Investments

Reports to: Chief Community Investments Officer

Status: Exempt, Full-time

Education and Experience Requirements:

Bachelor's Degree from an accredited college or university is required. Master's Degree preferred.

A minimum of five years research experience, including basic understanding of statistics and statistical analysis with ability to interpret data into written summaries for general public required. One year experience in a supervisory role preferred. Prefer five or more years' experience with social service organizations, including experience with data collections methods, social service needs assessment, program and community level outcome evaluation, program development and planning, and community resource coordination.

Skill Requirements:

Ability to coordinate high quality research and evaluation products within deadlines and budgets. Ability to collect, analyze, and verify research data from primary resources. Ability to draw conclusions and make recommendations based on research data and findings. Knowledge of database construction, management, and retrieval methods. Ability to manage a diverse portfolio of research and evaluation projects and services from inception to completion. Flexible and able to effectively manage multiple tasks/projects. Work in an oftentimes fast-paced environment under pressure to meet deadlines. Highly organized with great attention to detail. Demonstrate strong writing, verbal presentation, and organizational, problem-solving, analytical and administrative skills.

Knowledge of social services needs assessment and basic program planning techniques. Ability to effectively facilitate group planning. Positive inter-personal skills and ability to network with colleagues, volunteers, agency staff, and other community figures. Remain informed and up-to-date on literature and best practices related to the duties of the position. Self-starter that is able to work independently when needed as well as collaboratively in a group setting.

Job Purpose and Scope:

Under the supervision of the Chief Community Investments Officer, the Research and Data Director is responsible for the following:

- All research efforts done on behalf of the Tulsa Area United Way to include in-house research as well as outsourced research projects.
- Assist Community Investment volunteers in discerning internal and external data needs for current and future investment decisions.
- When participating in community initiatives, addressing areas of need in TAUW's six county area to foster new and stronger collaborations to solve community problems.

Essential Functions:

- Assists with providing information reported on data center on web site.
- Develops and maintains a year-round plan related to research and how to distribute to stakeholders.
- Provides training on research findings to various groups such as allocation volunteers, loaned executives, community groups, etc.
- Responsible for all research on behalf of the Tulsa Area United Way, which includes researching, writing and formatting publications and research briefs responding to emerging community trends with necessary research and publications.
- Developing and maintaining annual topic-based research for use during the community investment process and other kinds of research requests for resource development.
- Providing research assistance and guidance to partner agencies as needed and approved by supervisor.
- Advise, as needed, Partner Agencies and certain community initiatives as assigned with developing program level outcome measurements. This will include direct training and guidance to agencies to effectively share the results they achieve for client success.
- Participate in community initiatives as assigned by supervisor to initiate positive, measurable change in the health and human services arena providing evaluation of community needs, and strategic organizational and technical services support.
- Design and maintain an electronic library of current social service research and data resources.
- Review and study of current local and national news sources as well as latest trends on health and social services.
- Working with the communications department on the design and layout of all research-based reports.

- As directed by supervisor, provide oversight, direction and guidance to the work of research interns.
- It is imperative that this position maintain confidentiality with records and other information that may be assigned.
- Assist in other areas as assigned. It is the duty of all United Way employees to take the initiative to assist in other initiatives outside of your department.
- Follow policies and procedures of the Tulsa Area United Way (i.e, employee handbook, Policy & Procedures book, etc.)

Supervision of the following Staff:

Not applicable

Equipment and Software Operations:

This position would be responsible for working knowledge of the following software:

- Excel
- Microsoft Office Suite
- Andar (on-site)
- Tableau
- ESRI (GIS mapping software)

Physical Requirements

Must be able to sit for long periods of time to accomplish duties and to stand for limited periods of time. Must be able to operate personal computer at an acceptable rate of speed. Must be able to view computer monitors. Might be required to lift and/or move up to 10 pounds.

Notice

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this position.