Silicon Valley Education Foundation (SVEF) is the largest educational nonprofit in Silicon Valley. Our mission is to deliver and advocate for STEM education that inspires students, who lack access and opportunities, to succeed in college and careers. We are guided by the belief that all students are capable of pursuing higher education and boosting their future economic mobility regardless of their background. SVEF has an established legacy of providing proven STEM programs and being profoundly committed to empowering students to graduate high school career and college ready. The impact of our work is evident in our strong partnerships with districts and donors in closing the achievement gap and the creation of a workforce that has the skills to meet 21st century needs.

**Position Summary: Data Analytics Manager**

This is an exciting opportunity to work with the Strategic Impact Team (SIT) at SVEF to support math, computer science, digital equity and teacher professional learning initiatives. Reporting to the Director of Data and Strategy, this individual partners with directors of all SV[e]F programs to develop evidence-driven and enterprise-wide data solutions. They are an impact driven person, who utilizes technical expertise to ensure data is accurate and presented in a way that SVEF and our partners can make better strategic decisions. Specifically, the position is responsible for setting up systems and processes to monitor data collection for efficiency and accuracy in order to evaluate SVEF’s programs and initiatives; (2) cleaning and normalizing data to ensure it is compliant with SVEF’s data governance documentation, suitable for analysis, and consistent across programs; (3) supporting in analyzing and reporting on data to inform strategy at SVEF; (4) storing data to ensure its secure, accessible to SVEF staff, and compliant with student data privacy laws.

**Location/ Work Schedule**

This is a 40 hour a week hybrid position, with 3 days in-person (M-T-W) from our office in San Jose, CA, and 2 days remote (Th-F).

**Major Duties & Responsibilities**

- Ensure complex data lists, systems, and processes are compliant with SVEF’s Data Governance Documentation including common nomenclature, best practices, data dictionary, calculated metrics, data glossary, and data security and privacy.
• Create or revise the systems or tools needed for the programs team to collect data, such as online forms/surveys and Standard Operating Procedures regarding collecting, cleaning, and reporting program data. Train staff to implement data collection SOPs to ensure program data is collected with efficiency and accuracy.
• Clean and transform data as required to deliver actionable information to verify it is error free, consistent, unambiguous, up-to-date, secure and accessible by key stakeholders and strategic partners.
• Use reports and analyses to identify challenges and recommend actions to resolve complex issues that often span unit and organizational boundaries.
• Support SVEF strategic planning by measuring and communicating progress of program metrics toward the organizational goals and objectives.
• Identify new sources of data and methods to improve collection, analysis, and reporting for forecasting SVEF growth.
• Coordinate efforts in data storage and security by evaluating the life cycle of confidential and sensitive data, including the collection, storage, use, transfer, retention, and destruction of information.
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• Conduct analysis for business-wide programs related to privacy, including facilitation and assessment activities. Communicate SVEFs student data storage and security protocols with constituents to ensure compliance.
• Work closely with IT to build structures in Salesforce to support collecting and storing data. Ensure data is collected and stored properly, and is consistent with any like-data stored in other collection platforms.
• Consolidate all program data into one single, analyzable file that can be used to create program visualizations in Tableau Online to share historical and current impact of programs for use by all departments in SVEF.
• Assist in tracking alumni students, collecting school year metrics from the school districts, and reporting the impact of SVEF programs on alumni students.
• Other duties as assigned.

Required Qualifications and Experience

• Bachelor’s degree and a minimum of 3-5 years relevant experience.
• Candidates must be located within commuting distance of San Jose, California or be willing to relocate to the area.
• Technical proficiency regarding database design development, data models, techniques for data mining/cleaning, and segmentation
• Strong mathematical skills to help collect, measure, organize and analyze data.
● Strong analytical and organizational skills to manage multiple projects that are complex in nature concurrently.
● Interpret program objectives, develop project schedules and manage adherence to established timetables.
● Experience with executing project governance including change control and issue/risk management.
● Interpersonal and communication skills to positively convey findings and influence senior leadership & board.
● Preparing reports for the management stating trends, patterns, and predictions using relevant data.
● Proficient in use of Microsoft Office and Google Suite products, especially Excel and Google Sheets.
● Prior experience using data software and statistical analysis programs such as Stata, R, SPSS, SAS, or Tableau Prep.
● Demonstrated commitment to the mission of SVEF and working with underrepresented students and families.

Preferred Qualifications and Experience

● Prior experience using a CRM like Salesforce.
● Prior experience using data visualization software such as Tableau.

Preferred Start Date and Salary Parameters
Preferred start date as soon as possible. Generous benefits with a salary commensurate with experience. Salary range from $90-110K.

Application Process
Send cover letter and resume to hr@svefoundation.org

SVEF is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, and disability, or other legally protected status.