



Data Analyst | Exempt

The Foundation for Tacoma Students is seeking a talented, creative Data Analyst to join our growing Department of Research and Strategy. The Data Analyst provides data collection, cleaning, evaluation and reporting for internal Foundation projects, the Graduate Tacoma and Pierce County Pathways movements, and cross-sector collaborations.

The Data Analyst is responsible for coordinating the current, day-to-day functioning of our data operations during an exciting time of growth. This role reports directly to the Director of Research and Strategy and receives project guidance from the Associate Director. This position works closely with Strategy Managers, other staff and contractors on planning, analyzing, and reporting Graduate Tacoma and Pierce County Pathways indicator data.

Compensation

The starting salary range for this position ranges from \$55,000 - \$70,000. Salary is commensurate with experience. Competitive benefits package includes health, vision, dental, and a voluntary 401(k) program.

Responsibilities

Data Collection and Analysis:

- Perform regular data collection, cleaning, analysis and visualization for Graduate Tacoma and Pierce County Pathways data dashboards.
 - Perform analysis supporting department research and reporting for regular and ad hoc publication in technical assistance, advocacy and systems change, as directed.
 - Support Associate Director through liaising with Graduate Tacoma and Pierce County Pathways Strategy Managers and partner organizations, as necessary.
 - Researches, identifies and notifies team of new data sets and opportunities, as necessary.
 - Disseminates complex data into clear, understandable, and useful presentations.
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- Understand and follow privacy laws and standards, particularly those related to Personally Identifiable Information (PII) for youth.
- Liaison with staff and shares data with School Districts, Community-Based Organizations (CBOS), State and Federal agencies, as directed.

Data Systems Operation:

- Work with Research and Strategy team to maintain data collection and sharing systems.
- Assist partners with set-up, testing, and implementation of data tools (such as forms, surveys, and dashboards), as directed.
- Work with Communications, Development and Operations Departments to maintain Customer Relationship Management (CRM) systems.
- Audit systems and troubleshoot data submission issues and data error issues.
- Ensure that all software and vendor updates are properly installed and rolled out.

Qualifications

- Bachelor's Degree with two or more years of experience in data analysis and reporting.
- Proficiency in data cleaning/warehousing techniques or software (Alteryx, Tableau Prep).
- Proficiency in data visualization software (Tableau, Power BI, or E3).
- Proficiency in Google Suite and Microsoft Office suite.
- Knowledge of education data and helping practitioners use it for continuous improvement.

Desired Skills

- Master's degree in Social Science, Statistics, Data Science or Information Systems.
 - Knowledge of statistical methodologies and data analysis tools (R, SPSS, or STATA).
 - Knowledge of relational database languages, such as, SQL.
 - Extensive experience with data visualization software (Tableau, Power BI, or E3).
 - Familiarity with public education landscape in Tacoma and Pierce County.
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Preferred Competencies

- Ability to communicate complex or technical information to a wide variety of audiences.
- Excellent project management and organizational skills.
- Ability to manage multiple priorities and tasks independently.
- Impeccable interpersonal, written and oral communication skills.
- Strong familiarity with equity issues and commitment to racial equity values.
- Enthusiasm to work on a dynamic, adaptive, culturally and racially diverse team.

About Us

The Foundation for Tacoma Students is a 501(c)(3) nonprofit organization established in 2010 to staff and support the Graduate Tacoma community-wide movement - a collective impact initiative to improve student outcomes from cradle to career. The Foundation helps align hundreds of organizations and individuals around a common community goal for 70% of our youth to earn a degree, technical certificate, or gain a good-earning wage employment opportunity within six years of high school graduation.

We support the Graduate Tacoma movement by connecting and convening stakeholders, leveraging data to inform decisions, aligning resources to scale impact, supporting scalable professional development and continuous improvement processes, and centering policy and advocacy to create a more equitable and sustainable system for all.

The Foundation for Tacoma Students is an equal-opportunity employer. We do not discriminate against any employee or applicant for employment because of race, skin color, ethnicity, religion, gender, sexual orientation, national origin, disability, age, marital status, military status, pregnancy, or parenthood. We are committed to maintaining a diverse and multicultural working environment and building an organization that is increasingly representative of the communities we serve.



How to Apply

Please email a resume and cover letter to hr@graduatetacoma.org using the subject line "Application for DATA ANALYST - YOUR NAME." **No phone calls, please.**
