



Position Description

Position Title:	Data & Impact Management Analyst	Date:	November 2024
Reports To:	Chief Executive Officer	FLSA Status:	Exempt
Department:	Data & Impact Management	Position Status (FT/PT)	FT

ABOUT WILMINGTON ALLIANCE

Wilmington Alliance was created in August 2019 through the merging of the Wilmington Renaissance Corporation (founded in 1993) and Wilmington Leaders Alliance (founded in 2016). Wilmington Alliance partners with community, civic, and business leaders to prioritize the City's highest needs to drive economic opportunity and social vitality. Our work is done through an equity lens and our initiatives involve equitable wealth creation in traditionally underrepresented Wilmington communities.

Our Vision: Wilmington will be a thriving community that offers opportunities and access to all.

Our Mission: Wilmington Alliance brings people together to drive innovative solutions, leverage resources and promote opportunities to empower the city's residents and businesses.

Our Values:

Equity: Our work is guided by the belief that social and economic well-being occurs when traditionally underserved individuals and communities both drive and share in the benefits of economic growth.

Results-Oriented: Our programs and initiatives produce demonstrable outcomes that directly and indirectly improve the quality of life for Wilmington's residents and businesses.

Inclusion: We recognize, value, and embrace the diversity that is found in our community. This includes diversity of thought and experience as well as diversity along race, age, cultural representations, gender identity, sexual orientation and physical ability.

Collaboration: We seek to build bridges and create inclusive solutions in our shared commitment to the City of Wilmington and its residents. We do this by listening, engaging, and partnering with the community. We are stronger together as we share expertise, resources, and networks

The Alliance works to make Wilmington a more beautiful, safer, and thriving city that provides opportunity for all through our programs in Workforce Development; Entrepreneur and Small Business Support; and Creative Placemaking.

Learn more about the Wilmington Alliance. <https://www.wilmingtonalliance.org>



Job Summary

Reporting directly to the Chief Executive Officer, the Data and Impact Management Analyst works with Wilmington Alliance staff, consultants, partners, and stakeholders to support the collection, management, analysis, and reporting of data to track and assess the effectiveness of Wilmington Alliance's programs and partnerships.

Key Responsibilities:

- Govern Wilmington Alliance's outcome metrics in Apricot360 software
- Support Wilmington Alliance partners in setup and usage of Apricot360, including but not limited to developing sites within Apricot360 for partners; communicating informational bulletins to partners; ensuring partners' data tracking systems sync with the Alliance Apricot system; training external partners on the use of Apricot and encouraging the timely reporting of data; updating Apricot forms as needed; and designing, creating, and pulling special reports as needed for funding
- Identify and execute opportunities for automated data processes to optimize workflows and improve data quality assurance
- Develop and maintain a data dictionary and data inventory to improve the management and reporting of organization, partner, and external data
- Maintain and enhance the Community Impact Dashboard by leveraging AWS cloud-based application deployment to ensure real-time data accessibility of program and population data
- Support CEO and team in designing and managing a Balanced Scorecard in Tableau for Wilmington Alliance
- Support Wilmington Alliance team in researching external data sources in support of executing other functions, i.e. grant applications or development or expansion of programs
- Work with Wilmington Alliance team to strategize and continue the expansion of Wilmington Alliance's overall data capacity, measurement and evaluation methods
- Oversee external partner-led projects to ensure successful delivery of outcomes
- Create and implement registration and survey forms using JotForm, including brainstorming and developing targeted questions to support effective program implementation and evaluation
- Design and create regular and special reports for the Executive Board, CEO and other staff members utilizing collected data and information
- Develop and execute the text-based surveys for all Wilmington Alliance's programs
- Additional duties, as assigned

Supervisory Responsibilities: None

Qualifications:

Education and Experience Requirements:

- Bachelor's degree or certificate program in data analytics or related (e.g. community health, business analytics, finance, compute science, economics, and other quantitative areas) field is preferred
- Proven experience in collecting and analyzing data to inform organizational decision making and reporting



- A demonstrated interest or experience in community and economic development
- Experience with Apricot360 data platform, preferred

Knowledge, Skills and Abilities

- Excellent written and verbal communication and data analysis skills, attention to detail, ability to conduct and document appropriate research
- Strong knowledge of the Microsoft Office suite components and comfortable using (or learning to use) other web-based or open-source programs and data tools
- Ability to learn and implement new systems and programs quickly
- Strong organizational skills: effective time management and ability to set and meet deadlines
- Ability to work both collegially and independently in a fast-paced environment and manage/coordinate the work with Alliance's team, partners and stakeholders
- Ability to communicate and present data to multiple audiences including senior executives
- Strong customer/user focus
- Ability to innovate and propose solutions for effective and efficient data governance
- Preferred Skills: Tableau (data visualization tool), Python (programming language), AWS, Project Management and/or Software Development Cycle (SDLC)

Work Environment:

- General office environment
- Hours of work and days are Monday through Friday, 9:00 a.m. to 5:00 p.m.
- Work schedule flexibility required
- Travel: Occasional

Physical Demands:

- Must be able to remain in a stationary position 50% of the time
- The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a copy machine and computer printer

Compensation and Benefits:

\$60,000 - \$65,000 annually range, commensurate with qualifications and experience. The position affords 100% company-paid health, dental, vision and supplemental benefit coverage as well as a company-matched retirement plan. Free parking in Downtown Wilmington is provided, and there are 13 paid holidays plus an end-of-the-year holiday break. Vacation days, sick days, and personal days are calculated according to the calendar year and will be prorated based upon date of hire. Interviews will either be conducted in-person or virtually.

This position description does not imply that the stated requirements are the only expectations for the position. Incumbents are expected to perform any other duties that may be assigned. Wilmington Alliance has the right to revise this position description at any time. Wilmington Alliance is an "at will" employer



and as such, neither this position description nor your signature constitutes any form of contractual agreement between you and Wilmington Alliance.

Application and Selection Process:

Qualified candidates should send a 1-page cover letter and resume – with “Data and Impact Management Analyst” in the subject line – via email to jobs@wilmingtonalliance.org.

Emailed applications will be accepted on a rolling basis, until the position is filled. Preliminary interviews will begin as soon as the qualified applicants are identified. No applications will be accepted by mail or phone. Cover letter should be addressed to Renata B. Kowalczyk, CEO, Wilmington Alliance. Candidates will be notified of application receipt and status in a timely fashion. Finalist candidates will be expected to provide references.