



Child Care Aware of Washington

Open Position Announcement

Position Title: Business & Data Analyst **Reports To:** Director of Data and Evaluation

Employment Status: Full-time **FLSA Status:** Non-exempt

Summary Description of Position: The analyst's primary responsibilities are to compile, analyze, and report data and information and to improve business processes through technology, working in collaboration with the Director of Data and Evaluation and the program teams. Additional responsibilities include responding to ad hoc data requests from regional staff and community partners, training and assisting users to work effectively with key databases, and supporting program evaluation efforts.

Agency Competencies and Skills Required for this Position:

- Strong data analysis and problem-solving skills
- Information-gathering and monitoring
- Ability to conduct research and prepare summarized reports
- Ability to manage multiple concurrent projects
- Passion for nonprofit, mission-driven work
- Interacts effectively with multiple levels of constituents
- Accuracy and attention to detail
- Maintains confidentiality & professional judgement
- Takes initiative, works independently, maintains priorities & meets deadlines

Essential Functions:

1. Complete multiple regularly scheduled reports to funders, organizational leadership, and program staff both accurately and timely.
2. Prepare ad hoc reports and analyses in response to requests or program needs.
3. Develop new reports and tools for collecting, storing, and using data to operate and improve programs. Work to enhance reporting tools and processes to streamline reporting processes and timelines.
4. Identify business processes that can be improved through technology, and consult with stakeholders to establish recommendations and requirements for new or changing initiatives.
5. Provide recommendations on refining data collection processes, reporting, design of new data systems and modifications to existing systems. Implement configuration changes to existing systems.
6. Maintain and update user guide for data entry into various databases; develop new user guides for additional systems.
7. Manage administrative functions for multiple data systems.
8. Provide training and technical support to users of critical data systems; monitor and respond quickly and effectively to requests received from users.
9. Complete multifaceted analyses of program operations and outcomes, including services to families to help them find quality child care and services to child care providers to improve quality of care available (training, technical assistance/coaching, scholarships, etc.).
10. Conduct data quality monitoring and coordinate data cleanup efforts.
11. Other duties as assigned.



Work Experience and/or Training:

- Experience with research, data analysis, and data visualization/reporting in a professional or academic setting.
- Advanced knowledge of Microsoft Office programs, especially high proficiency in Excel.
- Experience with Salesforce, Tableau, statistical software, and/or other tools and systems used by CCA of WA preferred.
- Knowledge of standard research and statistical methodologies, e.g. basic research design, quantitative and qualitative data collection methods, and descriptive and inferential statistics.
- Knowledge of survey design, construction, and analysis
- Ability to work collaboratively with a range of staff across different programs, teams, and levels (from direct service staff to organization leadership)
- Experience with customer service, end user support, and training.
- Capacity for independent, resourceful problem-solving and fast learning.
- Ability to work independently, set and maintain priorities, manage multiple tasks, and meet deadlines.
- Bachelor's degree required, Master's degree preferred

SALARY RANGE: \$58,000 – \$68,000

HOW TO APPLY:

Child Care Aware of Washington is an equal opportunity employer and we value diversity among our staff. We strongly encourage people of color, people who speak a second language and people with disabilities to apply.

Send resume and cover letter to Alan Strand Director of Finance & Operations at Careers@wa.childcareaware.org. For more information, check our website at <https://childcareawarewa.org/about-us/>.