

Co-Director, Data Analytics

DESCRIPTION

The Strategic Planning Department is responsible for supporting the Office of the President and the Board in annual strategic planning and for developing knowledge management, and internal consulting for PMINYC as needed.

This is a volunteer position for Co-Director of Data Analytics to oversee and manage the strategic direction and operations of the Data Analytics Team. They are responsible for managing a team of analysts, guiding data-driven decision-making processes, and ensuring data integrity and quality. The Co-Director of Data Analytics reports directly to the Vice President of Strategic Planning.

RESPONSIBILITIES

1. Responsible for preparation, consolidation and analysis of data/information utilized in strategic decision-making.
2. Collect, analyze, and interpret data to identify trends, patterns, and opportunities relevant to our strategic goals.
3. Develop and maintain dashboards, reports, surveys and presentations for senior leadership and board members to facilitate strategic discussions and decision-making.
4. Collaborate with program managers and department heads to define key performance indicators (KPIs) and metrics for tracking progress towards organizational objectives.
5. Conduct external research and benchmarking to inform strategic planning and organizational best practices.
6. Assist in the development and implementation of strategic plans, ensuring alignment with mission, vision, and values.
7. Provide insights and recommendations based on data analysis to optimize program effectiveness, resource allocation, and operational efficiency.

driven insights.

- Strong strategic thinking and problem-solving skills, with a focus on innovation and continuous improvement.
- Ability to communicate complex concepts effectively to diverse stakeholders, including senior leadership and board members.
- Proactive and self-motivated, with a commitment to achieving organizational goals.
- Coach and mentor team and volunteers as needed.

REQUIRED CREDENTIALS

- Analytics background or experience required
- Excellent written and oral communication
- Knowledge of and experience with data analysis tools and languages such as SQL, Excel, Python, or R, and data visualization tools (Tableau, Power BI, or similar)

PDUs TO BE AWARDED

- 1 PDU per hour volunteered. Includes all meetings and time spent in communications, planning, and working directly with the teams and working at events/services. Maximum 25 PDUs, per renewal period, awarded under Category "Giving Back" per CCRS Handbook. Refer to the Handbook for the most current information.

STRATEGIC & BUSINESS MANAGEMENT SKILLS

- Strong Analytical and problem-solving skills – vision and ability to translate complex data into meaningful analysis and presentations
- Effective time management and ability to meet tight deadlines and handle higher pressure situations
- Ability to handle multiple tasks in a timely and effective manner and thrive in a fast-paced environment
- Team player with good communication skills,
- Understanding of business processes and organizational dynamics within a nonprofit context.
- Experience in developing and implementing strategic plans or initiatives.
- Budgeting and resource allocation skills to support data-driven decision-making.
- Ability to align data analysis with broader organizational strategies and objectives.

ANTICIPATED BENEFITS TO VOLUNTEER

- Earn PDU's
- Build strong networking relationships
- Produce documentable career-enhancing achievements
- Opportunity to give back to your community

COMMITMENT REQUIRED

- 15-20 hours monthly

CONTACT

- VPStrategicPlanning@pminyc.org

LEADERSHIP SKILLS

- Demonstrated ability to influence and drive change through data-