



UNITED WAY OF TUCSON AND SOUTHERN ARIZONA Position Description

Data and Project Management Director Arizona End of Life Care Partnership Full Time, Exempt January 2021

The Arizona End of Life Care Partnership (EOLCP) is a network of social service, health care, and business organizations with a shared mission to enhance the way we live by fundamentally changing the way we talk about death and a vision to ensure people in our community receive the care they desire at the end of life.

EOLCP DATA AND PROJECT MANAGEMENT DIRECTOR JOB SUMMARY:

Reporting to the Associate Vice President of the EOLCP, this is a full time, exempt position for a motivated individual with a high level of initiative, excellent management, communication, relationship-building, organizational, facilitation, and presentation skills.

To advance the goals of the Arizona EOLCP, the Director will fulfill these key roles:

- 1) Develop platforms and processes to increase the accessibility and usability of data, best practices and research for creation of local best practices and Partnership branded briefs.
- 2) Support the development and implementation of evaluation efforts to support EOLCP in achieving goals.
- 3) Build the capacity for EOLCP to use data in evidence-based decision-making.
- 4) Synthesize and present findings in Partnership and Action Team meetings in addition to presentations at local, regional, and national conferences.

All United Way of Tucson and Southern Arizona (UWTSA) programs and strategies work toward eliminating racial, ethnic, and socio-economic disparities for an educated, thriving, and equitable community.

NOTE: THIS IS A GRANT FUNDED POSITION

SALARY RANGE - \$58,000 TO \$60,000

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for basic analysis of data – aggregating and summarizing.
- Responsible for creation of key data visualizations for outcomes reporting for the EOLCP as a whole in addition to funders and key grantee and investing partners.
- Evaluate key programs via surveys and focus groups that provide support to vulnerable populations.
- Synthesize relevant data into clear messaging, outlining progress and remaining challenges.

- Review data to determine key questions that need to be answered to advance the goals of the Arizona End of Life Care Partnership.
- Establish an easy and replicable process for aggregating and reporting data with the expectation that reporting becomes a standard part of the work related to end of life care in the region.
- Develop platforms and processes to increase the accessibility and usability of data by Individual Agency Partners and Leadership.
- Provide technical assistance regarding defining, collecting, reporting and analyzing common metrics.
- Present the data from and progress of the Arizona End of Life Care Partnership via both written reports and oral presentations at large and small group meetings with various outside stakeholders (foundations, media, etc.).
- Provide expertise in continuous improvement methods and tools to educate and support the Partnership.
- Monitor and document progress of Partnership utilizing project management skills and tools.
- Develop and cultivate relationships with community stakeholders, including leaders in healthcare, business, faith, nonprofit, philanthropic, and civic sectors.
- Assist in other Arizona End of Life Care Partnership activities and events as needed.
- Assist in other United Way initiatives and meetings as needed.

OTHER DUTIES AS ASSIGNED

EDUCATION, JOB KNOWLEDGE AND EXPERIENCE REQUIREMENTS

Required

- Master's degree in public health, public administration or related field plus two years of experience preferred. Bachelor's degree plus five years of related experience may be substituted.
- Coursework and/or experience in data analysis, research methodology, program evaluation, project management or relevant field.
- Passion for managing the quality & accuracy of data and analytics, including checking own and others' work.
- Knowledge of analytical and evaluation methods and procedures to research and interpret data/information; manage projects.
- Advanced knowledge of Microsoft Excel.
- Ability to define problems, collect data and draw conclusions.
- Ability to communicate effectively and establish rapport with small team.

Preferred

- Coursework and/or experience in public health, healthcare services, or a relevant field.
- Experience with data management and data visualization tools; project management.
- Knowledge of relational databases, database design, and query writing.
- Some background in statistics.

- Experience conducting program evaluation.
- Excellent communication and presentation skills.
- Experience creating and meeting deadlines for multiple projects in a fast-paced small team environment.
- Experience supporting non-profits or government agencies using data.
- Experience creating analytical products such as visualizations, dashboards, metrics, etc.
- Experience with continuous quality improvement tools and techniques.
- Knowledge of Collective Impact approach, phases, and processes.

Education & Experience Bachelor's degree required with five or more years of relevant work experience. Experience in public health or healthcare field preferred. Demonstrated success in facilitating multidisciplinary or multi-organizational teams desired.

Knowledge & Technical Skills Excellent project management and organizational skills; ability to manage details and work independently; excellent written and oral communication skills and strong interpersonal skills required. Strong knowledge of Microsoft Office Suite, particularly Excel; some experience with data cleaning and transformation required.

COMPETENCIES

Leadership Support the work of the Partnership by recruiting and engaging partners; facilitating the work; providing advice and counsel to Partnership and the learning committees which support the work. Coaches, facilitates, and provides technical assistance to community partners to maintain momentum, achieve objectives and complete deliverables, utilizing data to inform decision-making.

Communication Maintains communication and works collaboratively with evaluators, student interns, volunteers and/or other data analysts to provide support for networks of community partners; ability to communicate with diverse groups and “translate” vocabulary/jargon across sectors. Must have excellent written and oral communication skills, strong presentation skills, interpersonal skills, and organizational skills.

Problem Solving Ability to address and overcome complex issues to achieve desired results; great listener and seeks substantial input before making key decisions. Must have demonstrated ability to tactfully handle stressful situations, negotiate and resolve conflicts, maintain confidentiality and to respect and observe organizational protocol.

Planning & Organizing Facilitates the planning activities of community partners aligned with Partnership strategy and priorities; and assists in convening and organizing partners to develop evidence based continuous improvement action plans.

Embracing Change Champions change and provides tools to assist community partners in accelerating the change management process necessary to implement and sustain their proposed improvements.

Teamwork/Collaboration Reinforces collaborative approach in work with Partnership teams, staff, and other organizational partners to move Partnership work forward and achieve shared vision, mission and goals. Must be able to establish and maintain effective working relationships with United Way staff at all levels, volunteers from diverse backgrounds, state and local government and philanthropic organizations, donors, community partners, and independent contractors.

Travel

Must possess a valid driver's license, current auto insurance, daily access to a reliable vehicle and ability to travel to work in a variety of locations throughout the metropolitan Tucson area and other parts of the state when required.

CONFIDENTIAL DATA

This position has access to sensitive and confidential information, and is trusted to maintain these files and documents properly. These documents include, but are not limited to, financial information, grantee information and other business-related material. Failure to safeguard this information could result in a loss of trust and reputation internally and externally.

PHYSICAL REQUIREMENTS

Low physical effort required to sit, stand at files, bend, stoop, lift, and walk. Maximum unassisted lift = 30lbs. Requires ability to use a keyboard, monitor and calculator. Also requires the ability to communicate verbally, both in person and on the telephone.

Thank you for your interest in this position. Please email resume and cover letter to:

jdenigris@unitedwaytucson.org