



Position Description

TITLE: Data Solutions Specialist

HOURS PER WEEK: 40

STATUS: Full time; junior to mid-level

LOCATION: On-site, Kansas City, MO

REPORTS TO: Senior Director

JOB SUMMARY: The DeBruce Foundation (DBF) is seeking a professional skilled in and comfortable learning new digital platforms for data collection, analysis, and reporting to join our core team in Kansas City. We are looking for someone to work collaboratively in a professional environment that promotes initiative and innovation. Ideal candidates will be energized to further our mission of expanding pathways to economic growth and opportunity for others.

The successful candidate will be a team player who can effectively manage all aspects of the data environment (from collection to analysis), oversee and integrate key data platforms, and communicate results to a non-technical audience. They will adeptly juggle both ongoing and ad hoc projects. Viable candidates for this junior to mid-level position will be flexible, detail-oriented, and highly reliable in a fast-paced, innovative environment.

PRINCIPLE RESPONSIBILITIES:

- Manage, update, and troubleshoot surveys in online portal
- Build, manage, and configure CRM forms, views, and dashboards
- Extract, transform, and load data using AWS
- Administer Tableau Online site including dashboards and reports
- Manage vendor relationships related to data services and platforms
- Advise on identification, collection, and analysis of performance metrics
- Manage and interpret Google Analytics implementation
- Analyze quantitative and qualitative data
- Present findings to internal and external audiences
- Support broader Foundation activities as assigned

Basic Qualifications

- Support for The DeBruce Foundation mission
- Bachelor's Degree or equivalent experience
- Basic experience in programming languages: HTML, CSS, JavaScript
- Experience with Tableau Online or other enterprise data analytics software
- Experience querying a database using SQL or SQL-like syntax
- Experience creating and working with survey data via a tool such as Alchemer (Momentive, formerly Survey Monkey, acceptable)
- Experience evaluating and analyzing data sets to determine implications and solutions
- Experience working with CRM systems
- Ability to effectively communicate complex technical issues
- High level of motivation and organization

Preferred Qualifications

Candidates with a willingness to develop these preferred skills are strongly encouraged to apply

- Intermediate statistical analysis skills
- Experience with statistical software (such as SAS, STATA, SPSS, R)
- Experience with Google Analytics and Google Tag Manager
- Experience building or maintaining AWS database architecture
- Interest and/or experience with human resources analytics, education analytics, and national or state datasets
- Ability to work positively and collaboratively with team members at all levels, leaders and members of other organizations, media representatives, vendors and visitors
- Demonstrably trustworthy and honest, and follow best practices in data privacy and security

Salary and Benefits

- Competitive compensation package commensurate with experience
- Medical, dental, vision and legal benefits
- 401(k) retirement savings plan with match
- Paid Time Off and paid holidays
- Life and disability insurance

How to Apply

Interested candidates should submit cover letter, resume and the names and contact information for three professional references in one single PDF to tway@debruce.org.

About The DeBruce Foundation

The DeBruce Foundation is a national foundation whose mission is to expand pathways to economic growth and opportunity. The Foundation is committed to helping individuals unlock their potential and find career pathways. By developing solutions such as the Agile Work Profiler, we change how people pursue careers. By partnering strategically, we increase experiences and exposure to widen career opportunities, starting with youth and working across the lifespan. Learn more at www.DeBruce.org.

The DeBruce Foundation is an equal opportunity employer and we are dedicated to maintaining a diverse and inclusive team. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, and veteran status.