ANALYSTPOSITION/TITLE	Data and Program Evaluation Analyst	FLSA STATUS CLASS	Exempt
GROUP	Administration	DEPARTMENT	Administration
REPORTS TO	Chief Executive Officer	FT/PT STATUS	FTE
SALARY RANGE	$65,000 to $95,000	GRADE	4
PRIMARY LOCATION	Greater Pittsburgh Area	DIRECT REPORTS	0

***Sarah Heinz House's** Mission: To empower all to **Laugh**, **Learn**, and **Lead**.*

DISCLAIMER: The information provided describes the general nature, level, and expected work for employees in this position. This document is not intended to be a comprehensive list of all job duties, responsibilities, qualifications, and objectives required of employees in this role. Duties, obligations, and activities are subject to change at any time, with or without notice.

JOB DESCRIPTION

POSITION SUMMARY/OBJECTIVE

The Data and Program Evaluation Analyst serves as a strategic partner, integrating data management, statistical analysis, and outcomes tracking to measure the organization's mission-driven impact, ensure grant compliance, and guide continuous quality improvement. This role collects, manages, analyzes, and interprets quantitative and qualitative program data to evaluate organizational effectiveness, track key performance indicators (KPIs), and communicate results to leadership and potential investors. The Analyst translates complex data into clear, actionable insights that help staff improve services, optimize resource allocation, and demonstrate social impact.

ESSENTIAL FUNCTIONS

Data Collection & Management

- Design, implement, and maintain data collection systems, surveys, and tracking tools (e.g., Salesforce, ETO, or custom databases).
- Monitor data intake across programs and initiatives to ensure accuracy, consistency, and completeness.
- Clean, code, and organize raw datasets for periodic and longitudinal analysis.

Program Evaluation & Quality Improvement

- Support the design of program evaluation frameworks, logic models, and theory-of-change models.
- Conduct formative (developmental) and summative (effectiveness) evaluations to assess short- and long-term outcomes.
- Collaborate with program directors to translate evaluation findings into continuous quality improvement (CQI) strategies.

Grant Reporting & Compliance

- Compile and analyze programmatic data to meet federal, state, and private foundation grant requirements.
- Draft data narratives, tables, charts, and formal impact reports for funder submissions and board presentations.
- Ensure data privacy, ethical use, and compliance with relevant reporting standards.

Data Visualization & Communication

- Build and maintain interactive dashboards, graphs, and visual summaries.
- Translate findings into accessible language for diverse stakeholders, including community partners, board members, and direct service staff.
- Provide staff training and technical assistance on data entry best practices and reporting tools.

Perform all other duties as assigned.

CORE COMPETENCIES

Strategic Thinking: *Ability to understand the organization's mission and vision and translate them into actionable strategies.*

Strong Communication Skills: *Excellent written and verbal communication skills for effective engagement with various stakeholders.*

Project Management Expertise: *Proven ability to manage complex projects, timelines, and resources.*

Problem-Solving and Analytical Skills: *Ability to analyze data, identify issues, and develop practical solutions.*

Data Management & Reporting: *Maintaining data integrity and creating reports.*

Technical Aptitude & Continuous Learning*: Interest in technology, willingness to learn new systems, and ability to adapt to evolving needs.*

Troubleshooting & Problem Solving: *Investigating issues, identifying solutions, and knowing when to engage in support*

User Training & Support: *Train staff, document processes, and promote user adoption.*

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Act 33/34 and FBI clearances required. National Criminal Background Check; National Sex Offender Registry; Pennsylvania Criminal Background Check and PATCH
- CPR/AED (OTJ provided)
- First Aid (American Red Cross) (OTJ provided)
- Salesforce or other database administration experience

PREFERRED SKILLS

- Experience in Nonprofits: Understanding of the nonprofit sector, including fundraising, donor relations, and program management.
- Proficiency with ALL Microsoft Office Applications
- Experience motivating and supporting others.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	