



The Mind Trust

Transformative education. Rooted in equity.

Job Description: Manager, Data Analysis

Organizational Overview

The Mind Trust is an Indianapolis-based education nonprofit that works to build a system of schools that gives every student in Indianapolis, no exceptions, access to a high-quality education. The Mind Trust does this by building a supportive environment for schools through policy and community engagement, empowering talented, diverse educators to launch new schools, and providing existing schools with the support they need to hire world-class talent and achieve excellence. Since 2006, The Mind Trust has supported the launch of 49 schools, 15 education nonprofit organizations, and has helped place more than 1,750 teachers and school leaders in Indianapolis classrooms. More information can be found at themindtrust.org.

About Working at The Mind Trust

The Mind Trust is a high-impact organization with a fast-paced environment and an emphasis on outcomes. The organization prides itself on its inclusive and dynamic culture, with a focus on quantitative measures and continuous improvement, and is highly collaborative and team-oriented, while also offering a flexible work environment. The organization strives to be anti-racist in all its programming, policies and procedures

Position Overview

The Manager of Data Analysis will support The Mind Trust's (TMT) work around both measuring and monitoring progress and effectiveness of TMT programs. The Manager will oversee the entire data analysis process, from data collection and cleaning to analysis and presentation of findings. Additionally, the Manager will spearhead other discrete data-related initiatives and projects that directly contribute to The Mind Trust's strategy around expanding organizational impact beyond Indianapolis by researching and analyzing opportunities based on various data points related to that locale.

The Manager will serve as a key member of TMT's Policy & Strategic Partnerships Team, working closely with both the Senior Vice President of Policy & Strategic Partnerships and the Senior Director of Policy. The Manager will create, maintain, and refine sophisticated data systems and place a particular focus on researching the effectiveness of TMT investments by identifying trends in the data and extrapolating recommendations in order to ensure we achieve success in our work. The Manager will regularly analyze TMT's progress and recommend potential strategic investment shifts to ensure progress against the organization's priorities and goals. The Manager will be charged with preparing data visualizations and presenting findings to various internal and external stakeholder groups. Finally, the Manager will take on additional projects that strengthen TMT's overall work and further the organization's progress toward its mission.

Given that The Mind Trust is a dynamic, team-oriented organization, the Manager will work closely with other members of the Strategy team as well as other functional teams to provide necessary data and information, or to create new metrics, models or projections for communications, development and programmatic purposes.

Position Responsibilities

- *Serve as TMT's expert on all school performance and demographic data, as well as all metrics to project and evaluate The Mind Trust's impact and programmatic effectiveness*
 - Perform complex data analysis to extract meaningful insights and trends in school data, including but not limited to: annual standardized assessment data, demographic and enrollment data, population data, and other data when needed
 - Develop and maintain dashboards, databases, and data sets for the full TMT staff to support work across all of TMT's teams
 - Develop methods to track longitudinal impact (aligned with state policy landscape) of TMT programs and investments
 - Support Leadership Team in translating data analysis into actionable strategies.

- *Develop, manage, and refine systems to effectively steward TMT's investments and programs in order to maximize their effectiveness in growing high-quality schools in Indianapolis and expanding TMT impact beyond Indianapolis*
 - Develop and execute a comprehensive data analysis strategy aligned with the organization's goals while implementing best practices for data governance

- o Develop comprehensive tracking and management systems, a dynamic dashboard to chart progress in real-time, and efficient reporting systems
- o Lead the development and implementation of statistical models and algorithms.
- o Utilize statistical modeling skills to make strategic recommendations to the Leadership Team to ensure effective deployment of the resources
- o Stay abreast of industry trends and advancements in data analysis methodologies.
- *Support The Mind Trust's efforts to research policies that promote the growth and sustainability of high-quality autonomous schools*
 - o Use data to evaluate the effectiveness of state and local policies and make recommendations for improvements through comparative analysis
 - o Participate in generating tangible policy solutions to identified barriers to high-quality autonomous schools growth or implementation
 - o Work with the team to visualize and communicate complicated data findings to broader audiences, ensuring that the policy, communications and development teams (in particular) have the necessary data and research to cite
- *Support and lead, where appropriate, special projects; examples include:*
 - o Developing data systems related to individual projects
 - o Managing ongoing data collection and tracking when necessary
 - o Providing relevant research and data for projects as necessary
 - o Other duties as assigned
- *Lead and manage the SSP team systems to ensure alignment and effective management of resources*
 - o Manage all contracting process and budget tracking for the Policy & Strategic Partnerships Team
 - o Serve as a liaison to TMT's Senior Director of Finance to ensure alignment between the Policy & Strategic Partnerships team budget and projected expenses
 - o Support the development of team meeting agendas and other team systems as needed
 - o Build and maintain relevant dashboards, reports and systems within Salesforce for all team functions and support other functional teams as necessary in utilizing Salesforce with their specific data

Qualifications

Candidate Profile and Experience Prerequisites

- Bachelor's degree preferred
- Commitment to and enthusiasm for The Mind Trust's mission
- Ability to operate with significant autonomy and function in a high-energy, dynamic environment
- High levels of personal ownership and drive, as well as attention to detail
- Ability to "manage laterally" and "manage up"
- Strong background in data analysis, statistical modeling, data visualization and a proven track record of leveraging data to inform business decisions
- Highly organized with demonstrated ability to manage several simultaneous tasks and projects
- Possesses a spirit of flexibility, an openness to feedback, and a commitment to continuous learning
- Critical thinker with strong number sense and problem solving skills who displays good judgment in prioritizing problems to resolve and opportunities to pursue
- Proficiency in statistical analysis tools, data visualization tools, and database technologies.
- Knowledge of education policy and reform, the charter sector, and education entrepreneurship preferred
- Experience with Salesforce or a similar system preferred

Compensation

The Mind Trust offers competitive compensation commensurate with experience and a comprehensive benefits package including medical, dental and vision insurance, a 403b retirement plan, and paid time off.

The Mind Trust is an Equal Opportunity Employer.

Submit cover letter and resume to:

Kim Preston, Senior Vice President of Policy

Email: kpreston@themindtrust.org