



Project & Data Analyst

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The Project & Data Analyst at Invest Atlanta will support data and reporting tasks across the organization, working in partnership with different teams and the executive office. Candidates will collaborate with team members to deliver strategies to help them adapt to their unique challenges, integrate new opportunities, meet their objectives, and report them. Candidates will bring an interest in various technology landscapes and a data driven approach to problem solving. From visioning stages through plan execution, this candidate will facilitate the scaling of the organization's capabilities and promote the delivery of organizational vision. As the Project Manager, the candidate will support several small programs throughout the organization, i.e., Primary, Alternate, Contingency, and Emergency (PACE), and Wells Fargo Open for Business (WF-OFB). Program support will include oversight, reporting, and measurement of outcomes. The ideal candidate for this role will have a strong understanding of local government operations and public policy, combined with strong data analysis skills and a passion for leveraging data to advance social justice and economic mobility for historically underserved communities. The candidate will be required to participate in continuing data education and to stay up to date on current trends in data analytics and introduce new data innovations to the organization. The position will report to the Assistant Director of Data Operations.

Skills/Experience:

- Strong strategic and analytical thinking skills
- Strong collaboration and interpersonal communication skills
- Strong organizational, time management, and project management skills
- Strong program management and data infused story telling skills
- Ability to work independently and in cross-functional teams
- Ability to analyze large datasets and glean actionable insights
- Ability to draft reports and narrative to support grant application submissions
- Familiarity with quantitative data methods, including statistical analysis
- Familiarity with qualitative data methods, including survey design and key informant interviews
- Experience designing and developing data visualization dashboards, presentations, and reports
- Strong presentation and public speaking abilities, including the ability to leverage data to convey compelling stories which appeal to diverse audiences
- Familiarity with current trends in public policy and government operations

Qualifications:

- Bachelor's degree and 2-3 years of work experience in data analysis and reporting
- Master's degree in data science, public policy, administration, or related field highly preferred
- Proficiency in key data analysis and mapping software, including Power BI, Excel, and ArcGIS Previous experience working in a local government agency highly preferred

- Residency in the city of Atlanta highly preferred

Responsibilities:

- Manage data requests and reporting for the organization, including compiling data for monthly, quarterly, and annual reports and grant reporting
- Lead data-related projects from start to finish, collaborating with cross-functional stakeholders to define project scope, goals, timeline, and deliverables
- Use data visualization to illustrate organizational impact to diverse audiences, including teams within the organization, partner organizations, board and council members, the public, and the media, often on tight deadlines
- Assemble and analyze detailed maps and geographically based data on metropolitan demographic, economic, social, and physical attributes
- Harness technology, data science, and statistical methods to answer practical social and economic policy topics
- Support the Assistant Director of Data Operations in the facilitation of data system enhancements and strategic planning for the organization
- Continue to develop data skills in new and innovative ways, through continuing and professional education classes

Resumes should be submitted to jobs@investatlanta.com.

Invest Atlanta is an Equal Opportunity Employer. All qualified applicants, including but not limited to minorities, females, disabled and veterans are encouraged to apply.