



Data & Evaluation Analyst-Boston, MA

About The Community Builders, Inc.

The Community Builders, Inc. (TCB) is the leading nonprofit developer of mixed-income housing in the United States. Our mission is to build and sustain strong communities where people of all incomes can achieve their full potential. We realize our mission by developing, financing and operating high-quality housing and implementing neighborhood self-help initiatives to drive economic opportunity for our residents. Since 1964, we have constructed or preserved over 320 affordable and mixed-income housing developments and secured over \$2.5 billion in project financing from public and private sources. Today, we own or manage more than 10,000 apartments in 14 states and Washington, D.C. We are headquartered in Boston with regional hubs in Chicago and Washington.

About Community Life:

Community Life is TCB's place-based model that provides stable housing as a platform for residents and neighborhoods to achieve success. TCB communities are places of innovation that address some of the most significant challenges facing low-income populations. We engage residents in creating programs and build strategic partnerships with local stakeholders to create pathways to opportunities in four key practice areas: youth development, education, workforce development and asset building.

Position Description:

The Data & Evaluation Analyst will be based in the Boston corporate office and will support, and train TCB Community Life staff in data management.

Essential Functions:

- *Manage Efforts To Outcomes (ETO) database ensuring quality of data and timely entry from all system users*
- *Support 15 TCB properties in data collection, and management in 2014*
- *Develop resources, training and ongoing technical support to site staff utilizing Efforts To Outcomes*
- *Host ETO helpdesk hours as a resource to site staff*
- *Develop monthly and quarterly performance reports to support program and site management efforts*
- *Support site operations through Community Life and Property Management data/systems*
- *Support HUD Choice Implementation grant including training new staff, problem-solving data collection efforts, and quarterly and annual report submission with oversight from Data & Evaluation Manager*
- *Manage the overall design of the Efforts to Outcomes database ensuring it provides the capability to report on the established Community Life outcomes and indicators through a user friendly means*
- *Develop ad-hoc and ongoing reporting needs for Community Life sites through ETO Results*

- *Assist with data and support fund development and content for proposals and reports*
- *Other duties as assigned*

Knowledge, Skills and Abilities:

- *Efforts to Outcomes Database administrator training/certification*
- *Analytical skills for program, and community level evaluation; comfortable with advanced MS Excel and Access applications*
- *Excellence in Microsoft Office programs (Word, Excel, Project, PowerPoint, etc.)*
- *Understanding of Property Management operations and pertinent data*
- *Excellent verbal, written and graphic communication skills*
- *Self-starter who can work independently and as part of the team to carry out and prioritize multiple ongoing projects*
- *Excellent time management and organizational skills with demonstrated problem-solving initiative*

Education & Experience:

- *Bachelor's Degree in Sociology, Human Services, or related field*
- *Experience in data management in non-profit setting*

The Community Builders, Inc. is committed to ensuring diversity in its workplace, and candidates from diverse backgrounds are strongly encouraged to apply.

Interested candidates may send a resume and cover letter for consideration at : gsouza@tcbinc.org