



## Position Description

### Director, Data and Special Projects Arizona End of Life Care Partnership Full Time, Exempt April 2022

The Arizona End of Life Care Partnership (EOLCP) is a network of social service, health care, and business organizations with a shared mission to enhance the way we live by fundamentally changing the way we talk about death and a vision to ensure people in our community receive the care they desire at the end of life.

#### Job Summary

Reporting to the Associate Vice President of the EOLCP, this is a full-time, grant-funded, exempt, professional position for a motivated individual with a high level of initiative; excellent management, communication, data analysis, relationship-building, organizational, facilitation, and presentation skills.

To advance the goals of the Arizona EOLCP, the Director will fulfill these key roles:

- 1) Develop and maintain platforms and processes to increase the accessibility and usability of data, reporting, research, and best practices.
- 2) Support the development and implementation of evaluation efforts to drive EOLCP outcomes.
- 3) Build the capacity for EOLCP to use data for evidence-based decision-making.
- 4) Synthesize and present findings in Partnership and Action Team meetings in addition to presentations at local, regional, and national conferences.
- 5) Manage special projects.

All United Way of Tucson and Southern Arizona (UWTSA) programs and strategies work toward eliminating racial, ethnic, and socio-economic disparities for an educated, thriving, and equitable community.

United Way offers competitive wages and a generous benefits packet with employer contributions for full time employees including medical, dental, 401K, HRA, PTO, 11 paid holidays, and opportunities for educational and professional development. For more information about our organization, see [www.unitedwaytucson.org](http://www.unitedwaytucson.org).

**Salary range: \$58,000 TO \$60,000**

#### Essential duties and Responsibilities

- Responsible for analysis of data – aggregating and summarizing.
- Responsible for creation of key data visualizations for outcomes reporting for the EOLCP including funders, grantee and investing partners, and stakeholders.
- Evaluate key programs via surveys and focus groups.
- 

Director, Data and Special Projects  
EOLCP

- Synthesize relevant data into clear messaging, outlining progress and identifying challenges.
- Establish and maintain scalable solutions for aggregating and reporting data.
- Develop tools and processes to increase the accessibility and usability of data for organizations across the partnership.
- Provide technical assistance and create resources to help partners collect and report on data.
- Present data via written reports and oral presentations at Partnership and Action Team meetings in addition at local, regional, and national conferences.
- Provide expertise in continuous improvement practices and tools to educate and support the Partnership.
- Monitor and document progress of Partnership utilizing project management skills and tools.
- Develop and cultivate relationships with community stakeholders, including leaders in healthcare, business, faith, nonprofit, philanthropic, social service sectors, and more.
- Attend and assist in other Arizona End of Life Care Partnership activities and events as needed.
- Assist in other United Way events, initiatives and meetings as needed.
- Other duties as assigned

### **Qualifications, Skills, and Abilities**

- Bachelor's degree in healthcare, public health, public administration, or related field plus five years of experience.
- Experience in data analysis, data management, data visualization tools, research methodology, program evaluation, project management or relevant field.
- Passion for managing the quality & accuracy of data and analytics.
- Knowledge of analytical and evaluation methods and procedures to research and interpret data.
- Advanced knowledge of Microsoft Excel.
- Ability to define problems, collect data and draw conclusions.
- Ability to communicate effectively and establish rapport with teams.
- Demonstrated success in facilitating multidisciplinary or multi-organizational teams desired.
- Experience managing projects
- Knowledge of relational databases, database design, and query writing.
- Some background in statistics.
- Excellent written and oral communication and strong interpersonal skills.
- Experience creating and meeting deadlines for multiple projects in a fast-paced, small team environment.
- Experience supporting non-profits or government agencies using data.
- Experience creating dashboards and utilizing data visualization tools.

- Experience with continuous quality improvement tools and techniques.
- Knowledge of Collective Impact approach, phases, and processes.
- Ability to manage details and work independently.
- Strong knowledge of Microsoft Office Suite, particularly Excel; some experience with data cleaning and transformation required.
- Must possess a valid driver's license, current auto insurance, daily access to a reliable vehicle and the ability to occasionally lift up to 30 pounds.

## **CONFIDENTIAL DATA**

This position has access to sensitive and confidential information and is trusted to maintain these files and documents properly. These documents include, but are not limited to, financial information, grantee information and other business-related material. Failure to safeguard this information could result in a loss of trust and reputation internally and externally.

## **POLICY STATEMENT**

The United Way of Tucson and Southern Arizona is an equal opportunity employer. We champion diversity, equity, and inclusion. We take action to ensure equal opportunity and all candidates are considered without regard to race, color, religion, national origin, age, sex, sexual orientation, gender identity, marital status, ancestry, physical or mental disability, veteran status, or any other legally protected status.

Upon hire and/or prior to starting employment with us, the successful candidate will be required to provide evidence of COVID vaccination or provide proof of eligibility for medical exemption.