

Community Foundation of Sarasota County Job Profile

Title: Director, Insights
Date: 8/1/23
Reports to: Vice President, Strategy & Communications
Supervises: Data Analyst
Status: Exempt

Purpose:

This position has organization-wide responsibility for providing data-supported findings and insights derived from CFSC's knowledge base. The incumbent develops and implements strategies to share big data trends via inquiry-driven conversations, presentations, events, reports and other tools among staff and throughout the community. In directing how we share/use data, the incumbent oversees two public community data resources, the Community Indicators Dashboard and The Giving Partner, along with proprietary trend analysis of local charitable giving trends – all to inform grantmaking and giving strategies. The incumbent leads the gathering and maintenance of data projects that inform decisions in communities we serve, and leverages the value of that data across our organization.

Key Responsibilities:

1. Convene staff, donors, community leaders, nonprofit leaders and fellow funders to collaborate, report on and support the nonprofit sector and community.
2. Analyze insights, work within Strategy & Communications team to translate research into effective analytical reports and dashboards to support learning across CFSC.
3. Contribute to high-level thought leadership regarding key metrics within CFSC.
4. Identify and develop reports, ensuring they meet stakeholder needs without creating undue burden on internal resources.
5. Be an active member of the community, convening stakeholders on issues that ensure the voice of nonprofits is represented, and to share data-supported knowledge.
6. Facilitate the development and implementation of data quality and ethical standards for data communication and effectively share them across CFSC.
7. Monitor progress of strategies; track against CFSC's long-term strategic framework and fiscal year Success Measures.
8. Create and maintain standard operating procedures for databases, documentation and training related to public community data resources.
9. Lead and coach a team responsible for supporting our mission.

Qualifications:

1. Bachelor's degree.
2. Minimum 8-10 years professional experience, including several years leading functions and staff, preferably in the nonprofit sector.
3. Experience managing complex, cross-sector initiatives.
4. Experience leading data-driven functions; database management experience preferred.
5. Working knowledge of CRM systems; foundation-specific database software preferred.
6. Able to lead system redesign and process improvement efforts to increase efficiencies.
7. Demonstrated strength coaching and inspiring teams.
8. Highly developed written and verbal communication skills; highly effective public speaking skills; active listener, collaborative and able to influence effectively.
9. Highly organized and detail oriented; able to manage effectively in a fast-paced environment.
10. Solid computer skills; working knowledge of MS Office 365, moderate to advanced skills in presentation software; able to self-support for basic computer and network problems.
11. Knowledge of the philanthropic sector and experience working in a nonprofit environment required. Sarasota/Manatee community nonprofit experience helpful but not required.