



The SEED Foundation

DATA ANALYST

About SEED

As the first public, college-preparatory boarding schools in the U.S., SEED's mission and approach to education are unique. SEED schools are tuition-free and, by design, serve traditionally underserved students. Our schools and graduates are supported by [The SEED Foundation](#). The SEED Foundation provides programmatic and operating support to SEED schools in Washington, D.C., Baltimore, and Miami. The SEED Foundation's [College Transition & Success](#) (CTS) team provides intensive, individualized support to each SEED graduate from their junior year of high school through their college graduation. The success of the SEED model has been showcased in [media outlets and publications](#) such as *60 Minutes*, *The New York Times*, *The Washington Post*, and in the documentary film *Waiting for "Superman"*. The President of the United States has hailed SEED as "a true success story." For more information, please visit www.seedfoundation.com.

Position Overview

The SEED Foundation seeks a Data Analyst to be primarily responsible for managing the implementation of the Network Success Measures across the SEED Network. S/he is also responsible for managing ACT Aspire and the network wide Data Calendars. S/he must be comfortable with ambiguity, enjoy the responsibility of creating new systems and have strong quantitative skills.

Essential Duties and Responsibilities

- Manage data collection for the Network Success Measures. Work with the Chief Schools Officer to roll out the Network Success Measures across all three schools and the Foundation. Travel to the schools to help drive that implementation (25%).
- Manage the implementation of ACT Aspire across the Network (15%).
- Manage and coordinate data calendars for each school and the Foundation (15%)
- Serve on the Education Program Committee as point person for all aspects of data collection policy and use (15%).
- Work with second Data Analyst on analysis projects for schools and on the School Success Measures. This involves semi-regular travel to the schools (10%).
- Provide data-related professional development to staff across the network (10%)
- Proactively seek to create systems that foster data culture across the SEED Network, including facilitating professional learning communities (5%).
- Work with CTS team, especially Associate Director, on post-secondary data projects (5%).



Essential Experience, Skills, and Competencies

SEED is seeking a candidate with:

- Bachelor's degree in education or a social science field required. Master's degree in education or a social science field strongly preferred. If person does not have a bachelor's degree in an education or social science field, than a master's degree in an education or social science field is required.
- Minimum of 2-5 years of full time experience in an education, research, or non-profit setting. This is not an entry-level position.
- Work, intern or volunteer experience in a school, school district or school oversight organization is a must. Experience in charter and district settings is equally welcome.
- Must have experience analyzing data and creating data visualizations in Excel. Experience with other data analytics software (R, SPSS, Stata, Open Refine, PowerBI) is a plus.
- Must be willing to travel, including frequent local travel and occasional national travel. Please note that car ownership is not a requirement.
- Advanced understanding of the national K-12 and post-secondary policy and best-practices landscape is a plus.
- Intermediate to advanced Excel experience required.
- Strong analytical writing skills required.
- Strong relationship management skills required. Must be able to work independently, in a dynamic, fast paced setting under tight deadlines.
- Must be a critical thinker who takes ownership and initiative to independently problem solve.
- Must be proactive, reflective and engage in backwards-planning to manage own workload.
- Must be willing to ask questions, adept in engaging in difficult conversations and be comfortable engaging with senior organizational leaders.
- Must be a self-directed and patient in work flow. Must be comfortable with both macro and micro thinking.
- Must be flexible and comfortable with change, both in individual and network projects.
- Must be comfortable with learning how to use additional educational technology platforms.
- Comfort working with people of diverse backgrounds is a must.

SEED offers a competitive salary along with an excellent benefits package that includes three weeks' vacation, eleven holidays, eight sick days, health and dental insurance, FSA reimbursement accounts (health care, dependent care, and transit/parking), life insurance, short-term and long-term disability, and a 403(b) plan.

To apply for the Data Analyst position at The SEED Foundation:

Please forward your resume and cover letter, *including salary expectations* to jobs@seedfoundation.com with "SEED Foundation – Data Analyst" in the subject line. *Applicants will not be considered without both a resume and cover letter.*

The SEED Foundation is committed to the letter and spirit of equality. It does not discriminate on the basis of race, color, religion, gender, sexual orientation, or national and ethnic origin in hiring and employment, nor in the administration of its educational policies, admissions policies, scholarships and other programs.