

JOB DESCRIPTION

Position: Director, Data Innovations

Status: Exempt/Full-Time

Supervisor's Title: Managing Director of HFA Research

Department: Research

Prevent Child Abuse America (PCA America) is a leading champion for all children in the United States. Founded in 1972, we are the nation's oldest and largest organization dedicated to the primary prevention of child abuse and neglect, working to actively prevent all forms of child abuse and neglect *before it happens*. Our success is founded on a nationwide network of state chapters and nearly 600 Healthy Families America (HFA) home visiting sites. We work across the public, private, and philanthropic sectors to assist communities in developing more just and equitable systems that benefit all children and families and break harmful intergenerational cycles of trauma and poverty. We conduct, translate, and disseminate innovative research based on science that our vast network then puts into action. We also raise public awareness and advocate for family friendly policies at the national, state, and local levels to support transformative programs and promote the conditions and contexts that help children, families, and communities across the country thrive.

Primary Objective: The Director, Data Innovations oversees innovative HFA data initiatives, focused on the planning, development, and management of the LEAP (Learn, Evaluate, and Advance Practice) data warehouse. The data warehouse integrates HFA program data from across the HFA network and supports quality assurance and coordinated continuous quality improvement in support of child and family well-being.

Responsibilities:

1. Develop specifications for enhancements to database and web portal based on needs of data warehouse users, including national office staff, state leads and practitioners within the HFA network, and researchers
 - Facilitate the identification and prioritization of analytics aligned with the HFA best practice standards, national reporting requirements, and public policy needs
 - Design accurate, useful, and user-friendly reports that can be used to generate insights about HFA services, including ways to reduce barriers to equitable outcomes for families
 - Ensure that the data warehouse is planned collaboratively, seeking out and synthesizing internal and external feedback
2. Coordinate the technical development of the data warehouse and oversee the process of transforming data from varied case management systems into a standardized, secure, and accessible data warehouse
 - Develop data definitions and calculation methodologies for supporting expansion of the data warehouse
 - Work with contractors to ensure timely completion of deliverables
 - Address barriers to progress and manage risks
3. Sustain the data warehouse
 - Build user trust by engaging and supporting participating sites
 - Build relationships with prospective sites to bring the data warehouse to scale
 - Incorporate feedback from participating sites to inform ongoing improvements and development

- Communicate about the data warehouse by developing written materials, highlighting successes, and contributing to grant writing to sustain and grow the data warehouse
- Oversee monitoring of system costs, security, and risks
- Develop budgets and track expenses to budget

Education and Experience:

- Bachelor's degree required; Master's degree or equivalent years of experience preferred
- 10+ years of related database experience (e.g., designing data collection and reporting systems; developing relational databases; querying, managing, and reporting on data; data warehousing)
- 5+ years of experience related to continuous quality improvement, prevention programming, and/or evidence-based interventions, particularly home visiting programs
- Experience working on complex data projects in or with nonprofit mission-driven programs that serve children, youth, and/or families strongly preferred
- Proficiency with Microsoft Office products, including Word, Excel, and PowerPoint

Additional Qualifications:

- Commitment to working in a mission-driven organization with a focus on achieving equitable outcomes for all children
- Takes initiative in identifying and analyzing project challenges and generating solutions to accelerate adoption and scaling of innovative data solutions
- Excellent project management and organizational skills
- Strong analytical thinking and technical skills
- Ability to effectively work in collaboration, independently, and to manage up
- Strong work ethic and commitment to accuracy and creating high quality work products
- Ability to communicate with technical and non-technical audiences, including both written and verbal communication
- Ability to exercise good judgment, demonstrate professionalism, and demonstrate the highest level of personal and professional integrity and ethics
- Willingness to continually learn and develop technical skills, knowledge of data warehousing best practices, and early childhood home visiting domain knowledge
- This role will require an understanding of evidence-based home visiting and Healthy Families America (HFA).

Compensation:

- Salary is commensurate with educational and professional experience.
- Benefits include health, dental, life, vision, and disability insurance, plus 401(k).
- Each full-time employee receives paid holidays, sick days, vacation days, and personal days in accordance with the PCA America employee handbook.

Work Environment: The Prevent Child Abuse America headquarters is located in Chicago, IL and maintains a hybrid remote/in-office work environment. The position is open to a remote work option. This is a full-time (37.5 hours/week) position. Staff must maintain an office with internet and telephone. A computer and printer are provided.

While performing the duties of this job, the employee is frequently required to sit, stand, talk, and/or hear, and/or use hands to finger, handle, or touch objects, tools, or controls. The employee must occasionally walk, lift and/or move up to 10 pounds while moving files or small packages. This position may occasionally lift and/or move up to 25 pounds while moving items. Capacity to spend significant

time each day on a computer. Specific vision abilities required by this job include close vision and the ability to adjust focus. Specific requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

Persons with mental or physical disabilities as defined by the Americans with Disabilities Act are eligible for this position as long as they can perform the essential functions of the job after reasonable accommodations are made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible for this position.

Travel Required: Minimal travel, typically to quarterly meetings, is required.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Prevent Child Abuse America is an Equal Opportunity Employer.