



# Branch Alliance for Educator Diversity

	<b>Branch Alliance for Educator Diversity (BranchED) Data Analyst</b>
Organizational Description	<p>More than half of American public-school students are children of color, and only 18% of their teachers are from these same racial and ethnic groups. The Branch Alliance for Educator Diversity (BranchED) was founded in 2017 to empower, connect, and advance Minority Serving Institutions (HBCUs, HSIs, tribal colleges, and others) to maximize programming and drive innovation in preparing highly-effective educators who reflect and champion the diversity of our nation’s school children. These 290 Minority Serving Institutions(MSIs) comprise 14% of education providers in the United States, but train 46% of our nation’s teachers of color.</p> <p>BranchED is the first and only non-profit organization in the nation that is dedicated to strengthening and growing educator preparation at MSIs, with the larger goals of both diversifying the teaching profession and intentionally addressing critical issues of educational equity for all students. BranchED has three goals that guide its work:</p> <ul style="list-style-type: none"> <li>• <b>Empower:</b> working together to strengthen and grow MSI educator preparation programs by providing capacity building support that enhances MSI capabilities</li> <li>• <b>Connect:</b> strengthening relationships among MSIs by building partnerships to spur collaboration and innovation</li> <li>• <b>Advance:</b> amplifying a collective voice and advocating for shared interests by promoting awareness of educator diversity and championing MSIs</li> </ul>
Position Objective	<p>The Data Analyst will arrive at a moment of remarkable growth and opportunity; BranchED’s visibility and base of engaged educator preparation providers has never been greater. The recent launch of its national Teacher Preparation Transformation Center and other high-profile successes have positioned the organization to extend its impact even further. The Data Analyst will design and give oversight to all program and strategy metrics for BranchED. The Data Analyst will also manage various data collection and analysis processes using data from MSIs to inform program technical support and research opportunities associated with BranchED.</p>
Essential Functions –	<p><b>Evaluation and Assessment</b></p> <ul style="list-style-type: none"> <li>- Develop and provide oversight to the design, monitoring and reporting of metrics for organization wide outcome &amp; strategy mapping</li> </ul>



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- Create, implement, administer and analyze all data sources collected from EPPs using a variety of various evaluation tools such as surveys, focus groups, assessments, etc.

## **Data Collection and Monitoring**

- Ensure data collection and reporting methods are accurate, effective and efficient
- Lead data collection, entry and validation practices and procedures.
- Support data trainings for the program and strategy teams
- Collaborate with program team to ensure data collection and monitoring policies are understood and implemented via an accountability system shared by MSI EPPs that BranchED works with
- Design, implement, and codify a “cycle of continuous improvement” system for BranchED to drive strategic advancement of programs and services

## **Data Sharing & Reporting**

- Develop metrics and reporting structures for the executive team to use on a regular basis
- Assist with various types of reporting, including reports for the board, funders, internal reviews, and other partnerships
- Develop and collaborate on data presentations & contributions, inclusive of a variety of audience-appropriate data visuals for internal and external audiences, including diverse evaluation and higher education research entities, for all programming and services offered by BranchED

## **Systems Management**

- Lead the regular use of a data management system capable of dynamic collection, storage, and analysis
- Support with ensuring data security policies and procedures are followed by all staff

## **Other**

- Help ensure that data development is in compliance with grant requirements
- Support the program team with identifying data sources, calculating baselines, setting targets, benchmark goals, etc.
- Support the program team with assuring technical assistance programs are developed based on researched, evidence-based practices
- Consult the program team on technical assistance and training for EPP’s on effective data use and empowerment
- Along with BranchED’s leadership team, helps develop and contribute to the organizational culture and values



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	<ul style="list-style-type: none"> <li>- Other duties as assigned</li> </ul>
<p>Education &amp; Experience</p>	<p><b>Minimum Qualifications</b></p> <ul style="list-style-type: none"> <li>- Bachelor’s degree from an accredited college or university required, preferably in social science, education</li> <li>- Minimum 2+ years of related experience in higher education, or national education technical assistance organizations providing</li> <li>- Experience working in a non-profit highly preferred</li> <li>- Understanding of designing, planning, conducting, and evaluating one or more service areas in which BranchED is engaged: higher education, educator preparation programs, educational and support service programs.</li> <li>- Experience in using data to support and drive programmatic decision-making and improvement</li> <li>- Experience in navigating data management software. Experience with Salesforce or other case management software, highly preferred</li> <li>- Experience with data analytics and visualization platforms</li> <li>- Experience with methods and procedures for data acquisition, management and quality control</li> <li>- Experience in preparing reports for funders and other partners</li> <li>- Understanding of quantitative and/or qualitative methods to highlight the assets and community needs of diverse and marginalized communities</li> <li>- Familiarity with data visualization and presentation skills. Knowledge in using Excel or other software to develop graphs and tables for a general audience</li> <li>- Familiarity with demographic and educational datasets.</li> <li>- Familiarity with using data to support and drive programmatic decisions.</li> <li>- Ability to communicate effectively</li> <li>- Self-directed and capable of working to meet quick turnaround and deadlines independently</li> <li>- Maintain a professional attitude, confidentiality, and respect cultural differences</li> </ul> <p><b>Preferred Qualifications</b></p> <p>The ideal candidate for this job has a demonstrated track record in project management, creating the new and different, and implementing innovative approaches.</p> <ul style="list-style-type: none"> <li>- Demonstrate skills and sensitivity to the cultural/linguistic differences of team, participants, and community</li> <li>- Ability to influence without authority and work with a team.</li> <li>- Ability to work independently, set and achieve goals</li> <li>- Experience and skills in consultative and collaborative leadership with faculty across disciplines is essential, as is experience and skill in working with diverse and underserved student populations in higher education</li> </ul>



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	<ul style="list-style-type: none"> <li>- Strong attention to detail, analytical and organizational skills</li> <li>- Knowledge of appropriate techniques and practices for the educator preparation population</li> </ul>
Personal Characteristics	<ul style="list-style-type: none"> <li>- A passion and commitment to transforming teacher preparation programs in MSIs</li> <li>- A visionary with ability to anticipate needs and future opportunities</li> <li>- Creative problem-solver with ability to identify and address issues proactively</li> <li>- Researcher with love for learning</li> <li>- An eagerness to build something new</li> <li>- Committed to equity and diversity</li> <li>- Ability to thrive in a fast-paced environment and willingness to ‘roll up sleeves’ to get things done</li> <li>- Ability to build authentic relationships</li> <li>- A positive attitude, high degree of flexibility, creativity, dedication, resourcefulness, and energy</li> </ul>
Compensation	Competitive with skills and experience. BranchED offers a competitive benefits package.
Reports To	Vice President of Programs and Services
Location	Flexible
Setting	This position operates remotely. Frequent travel to MSI sites, and national conferences and convenings is expected, as well as occasional lifting.

## Application Procedure

Applications with current resume **and** letter of interest should be sent electronically to [talent@educatordiversity.org](mailto:talent@educatordiversity.org). The review of applications will begin immediately and will continue on a rolling basis until the position is filled.

The Branch Alliance for Educator Diversity does not discriminate on the basis of race, color, religion, ethnic or national origin, age, disability, gender, sexual orientation, or other characteristic covered by law with regard to employment opportunities.