

Job Description: Impact and Data Analyst

Position: Impact and Data Analyst

Location: Memphis, Tennessee

Reports To: Director of Administration

Salary Range: \$60K - \$75K

About Epicenter Memphis:

Epicenter Memphis is dedicated to fostering a thriving, inclusive entrepreneurial ecosystem in the Greater Memphis Region, with a focus on high-growth, tech-based companies. We empower entrepreneurs, connect them with resources, and ensure they have the support needed to build innovative and impactful businesses.

Position Summary:

The Impact and Data Analyst will play a critical role in measuring and evaluating Epicenter's impact on the entrepreneurial community. Reporting to the Director of Administration, this role is responsible for collecting, analyzing, and interpreting data related to program performance, entrepreneur outcomes, and organizational impact. The ideal candidate is highly analytical, detail-oriented, and passionate about using data to drive decision-making and continuous improvement.

Key Responsibilities:

Data Collection and Analysis:

- Design and implement systems to collect and manage data on program activities, entrepreneur outcomes, and community impact.
- Develop and maintain databases to ensure accurate and consistent data management.
- Analyze quantitative and qualitative data to evaluate program performance and organizational impact, identifying trends and insights.

Impact Measurement and Reporting:

- Develop and track key performance indicators (KPIs) for organizational and programmatic success.
- Prepare regular reports and dashboards for internal and external stakeholders, including funders, partners, and the board of directors.
- Create data-driven narratives and visualizations to clearly communicate Epicenter's impact.

Program Evaluation and Continuous Improvement:

- Collaborate with program teams to design and implement evaluation frameworks that assess program effectiveness and inform improvements.
- Provide actionable insights and recommendations based on data analysis to support strategic planning.
- Lead efforts to conduct surveys, focus groups, and interviews to supplement impact data.

Data Governance and Compliance:

- Ensure data collection and reporting comply with all relevant data protection regulations and organizational policies.
- Develop and implement data governance practices to maintain data quality, accuracy, and security.
- Support grant reporting by ensuring compliance with funder requirements and producing accurate data reports.

Collaboration and Stakeholder Engagement:

- Work closely with the Director of Administration, program staff, and leadership to align data and evaluation efforts with organizational priorities.
- Assist with grant applications and fundraising by providing relevant impact data and analysis. •

Represent Epicenter at community meetings and conferences to share insights and outcomes.

Qualifications:

Education:

- Bachelor's degree in Data Science, Statistics, Economics, Public Policy, Business Analytics, or a related field; Master's degree preferred.

Experience:

- Experience in data analysis, program evaluation, or impact measurement, preferably in a nonprofit, startup, or economic development setting.
- Proficiency in data analysis tools (e.g., Excel, SQL, Tableau, Power BI, R, or Python).
- Experience working with CRM systems like Salesforce and implementing evaluation frameworks.

Skills and Abilities:

- Strong analytical and problem-solving skills, with the ability to translate complex data into actionable insights.
- Excellent communication and presentation skills, with experience creating data visualizations and concise reports.

- Ability to work both independently and collaboratively with cross-functional teams. •

Meticulous attention to detail and a strong commitment to data accuracy and integrity.

Personal Attributes:

- Passionate about supporting entrepreneurship and innovation.
- Adaptable and able to thrive in a fast-paced, dynamic environment.
- High level of integrity and commitment to Epicenter Memphis's mission.
- Solutions-oriented mindset with a strong sense of accountability.

Application Process:

Interested candidates should submit their resume, cover letter, and references to careers@epicentermemphis.org by May 1, 2025. Epicenter Memphis is an equal opportunity employer and encourages applications from candidates of all backgrounds.

Join us in driving innovation and supporting the growth of high-potential tech companies in the Greater Memphis Region!