



**Missouri Family
Health Council, Inc.**

Data Analytics and Evaluation Manager

Position: Data Analytics and Evaluation Manager

Status: Full Time; Exempt

Reports to: Director of Program Services

Salary Range: \$55,000 - \$70,000

Missouri Family Health Council, Inc. (MFHC), a private nonprofit organization, champions access for every individual to culturally sensitive, quality, sexual and reproductive health education and services. Our mission is achieved in two primary ways: through advocacy to break down systemic policy barriers that decrease health equity and impede access to services; and improving quality services through programming. MFHC is proud to support systems of care throughout the state, with particular emphasis on safety net providers, in delivering patient-centered reproductive healthcare to all those who seek services. Our programming is focused on removing cost barriers, specifically for the uninsured, and supporting health centers through quality training, analysis, and collaboration. For more information on MFHC, please visit www.MFHC.org.

Position Summary:

Operational responsibilities of the position include managing quantitative and qualitative data collection and evaluation of services implemented under MFHC's mission; supporting continuous quality improvement efforts by participating MFHC network health centers; and expanding the efficiency of the work to best support equity, reproductive justice, and access to healthcare. The Data Analytics and Evaluation Manager reports to the Director of Program Services.

This position has the option of working from the Jefferson City office or working remotely, but office must be located within the state of Missouri. Agency COVID protocol currently requires all agency staff to work from home during the pandemic.

Responsibilities Include:

- Plan, implement, and evaluate all data and evaluation tools, projects, and systems for the organization and network using the best practices of qualitative and quantitative methods geared toward data-driven quality improvement, impact measurement, and equity.

- Responsible for data integrity and report preparation for all required data submissions.
- Engage in cross-team collaboration within the organization to holistically evaluate programs and offer evidence-based insights regarding health center performance, fiscal sustainability, monitoring, and advocacy in alignment with the organization logic model, toward the aim of incorporating a reproductive justice framework. Acts as a lead for all data analytics.
- Maintain internal databases and the production of data dashboards, including management of data integrity and consistency of information, ensuring accurate tracking of key metrics.
- Present findings visually, orally, and written in a manner that is actionable, concise, clear, and easily communicated to various stakeholders.
- Conduct and evaluate training and technical assistance internally and externally to improve capacity to deliver high-quality sexual and reproductive health services with greater efficiency.
- Maintain expertise on current family planning service delivery and practice standards.
- Assist with grant writing and reporting, especially as it relates to demonstrating impact for proposals, annual/progress reports, and fundraising.
- Other duties as assigned.

Required Qualifications include:

- Passion for MFHC’s mission of championing access for every individual to culturally-sensitive, quality, sexual and reproductive health education and services.
- Experience with data collection, management, visualization, and analysis software/program(s).
- Proficiency with program and project evaluation methodology and practice, including a working knowledge of statistics.
- Experience in developing and delivering trainings and other technical assistance.
- Ability to identify limitations of one’s expertise and devise strategies for acquiring additional knowledge, when necessary.
- Possess strong communication skills and be able to effectively communicate through verbal and written forms.
- High degree of independence, persistence, innovation, adaptability, confidence, humility, integrity, attention to detail, sensitivity to reproductive health issues, and discretion when managing health information.
- Master’s degree in a related field (Public Health, Healthcare Administration, Social Work, Business, Computer Science, Statistics, etc.) is preferred, but parallel experience in the data evaluation and management field will be considered.
- Must have a valid driver’s license and the ability to travel throughout Missouri for onboarding, trainings, technical support, monitoring, and other meetings.

Preferred Qualifications include:

- Certifications or extensive knowledge in at least two quality improvement methods/processes.

- Demonstrable experience with at least three data visualization tools or strategies (i.e. tables, graphs, dashboards, infographics, etc.).
- Experience in reproductive and sexual health care, research, or programming.
- Experience in healthcare organizations or settings, more broadly.
- Strong knowledge of best practices for quality reproductive health services.
- Experience with federal grants and associated benchmarking.

Application Requirements:

If you are qualified and interested, please email your cover letter and resume by **5:00 PM on March 8, 2021**, to pwilkerson@mfhc.org or mail to: Director of Program Services, Missouri Family Health Council, Inc., PO Box 104475, Jefferson City, MO, 65110-4475.

MFHC will only consider candidates that submit a resume, cover letter, and examples of work (see below).

In the cover letter, please answer the following questions:

- Explain why you believe access to family planning and reproductive health is important, and how you have incorporated this into your personal and/or professional life.
- What does it mean to you to provide data analysis and evaluation?
- Why is data analysis important for progressing toward racial equity and reproductive justice?
- How does quality data analysis and evaluation support programming outcomes?

Additionally, please provide the following examples of your work as attachments:

- Provide two examples of quality improvement metrics/data visualization tools you have created.

No phone calls please. All resumes will be treated as confidential. EOE.