

Fort Worth literacy partnership
Position Opening: Associate for Strategy and Analytics

Last updated: January 2017

Fort Worth is one of the fastest-growing cities in the U.S. and ranks among the best cities in which to raise a family and to find a job. But only three of every 10 third-graders in the Fort Worth Independent School District are reading on grade level. There is an indisputable need in Fort Worth to change course, improve early childhood literacy, and ensure that our children have the opportunity to reach their potential.

To address this urgent need, the Fort Worth literacy partnership has formed an unprecedented coalition of business, civic, education, nonprofit and philanthropic leaders to rally the community behind the goal of ensuring that 100 percent of third-graders are reading on grade level by 2025.

The partnership seeks a full-time Associate for Strategy and Analytics to assist in managing the collection, analysis and presentation of data to support partnership activities in improving student outcomes. The Associate will be part of a small, entrepreneurial team reporting to the Executive Director and working closely with partners in Fort Worth ISD, the City of Fort Worth, and other key Tarrant County leaders to dramatically improve literacy skills among our children.

Responsibilities

- Plan, execute, and communicate strategic analysis to guide partnership decisions in a variety of formats (charts, graphs, reports and presentations).
- Lead external team meetings across a wide-range of audiences, including senior school district officials, campus leaders, nonprofit partners, teachers, investors and other external stakeholders. Help provide direction for initiatives to execute organization vision.
- Assist with building periodic inventories of early literacy assets (e.g., classroom technology, volunteer reading initiatives) to determine which resources, programs, and initiatives are in place to improve early literacy achievement.
- Assist in shaping the organization's strategic plan; track progress of the plan; and provide regular updates of the partnership's performance to key leaders including funders and members of the partnership's Executive Council.
- Support the Executive Director in developing strategies that drive early literacy achievement for Fort Worth ISD children ages 0 through third grade.

Minimum Qualifications

- Three or more years of relevant, professional experience

- Bachelor's degree
- Strong analytical and strategic planning skills; fluency in grasping and communicating data insights
- Proficiency in MS Excel and PowerPoint required; preferred experience in database design, programming, or data visualization platforms (e.g., Tableau)
- Excellent oral, written, and interpersonal communication skills. Demonstrated emotional intelligence with a diverse set of peers
- Open-minded, humble, sense of urgency
- Independent self-starter who embraces a flexible work environment with duties in the field and in the office

Preferred Qualifications

- Strong Excel and Tableau skills
- Strong data visualization skills
- Demonstrated strategic planning experience
- Experience in education data analytics

To apply

This position offers a competitive compensation and benefits package via The Commit! Partnership. Salary is commensurate with experience.

Applicants should submit a cover letter, resume, list of three references and samples of three to five presentations, reports or campaigns supporting previous achievements to FWliteracypartnership@gmail.com. Please reference "Fort Worth literacy partnership – Associate for Strategy and Analytics" in the subject line.

Description of the Fort Worth literacy partnership

The Fort Worth literacy partnership is the backbone organization supporting the coalition of Fort Worth business, civic, education, nonprofit and philanthropic leaders working to ensure that 100 percent of third-graders are reading on grade level by 2025.

Following a collective impact model, the Fort Worth literacy partnership recognizes that our schools care for our children for a portion of their days but that other community members and organizations (e.g., early learning programs, Pre-K, before- and after-school care, summer youth programs) must work together if children are to achieve early reading success.

By using robust data analysis and the power of collective action, the partnership connects and supports existing initiatives, programs and providers that are working to dramatically improve early childhood outcomes.

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