



Lead Analyst (Data Insights and Program Evaluation)

Sacramento Food Bank & Family Services (SFBFS) welcomes people of all backgrounds and circumstances, providing a judgement-free zone for individuals and families throughout Sacramento County. A staff of more than 80 and several thousand volunteers take our mission of fighting food insecurity one step further by offering education and support for families wanting to shape their best tomorrow. More information is available at www.sacramentofoodbank.org.

POSITION DESCRIPTION

The Lead Analyst (Data Insights and Program Evaluation) oversees the implementation of data strategy for Sacramento Food Bank & Family Services' (SFBFS) programs. Responsibilities include designing evaluation metrics, overseeing data collection, maintaining data integrity, analyzing data, and creating visualizations and reports. The Lead Analyst (Data Insights and Program Evaluation) works with internal and external stakeholders to streamline/automate processes, track progress, and create reporting tools. This position is responsible for maintaining SFBFS' programs client tracking databases, providing support in training with partner agencies and applicable SFBFS staff. This position supervises SFBFS' Data Coordinator. The Lead Analyst (Data Insights and Program Evaluation) converts data into insights, which allows SFBFS to make informed business decisions to increase food access in Sacramento County.

The Lead Analyst (Data Insights and Program Evaluation) will perform the following (including but not limited to):

- Collaborate with the Director of Programs on the development of goals, procedures, and evaluation of data projects.
- Supervise and mentor Data Coordinator.
- Develop a systematic approach to measuring SFBFS' Program activities and impact, including designing evaluation metrics, overseeing analysis of results, and making recommendations based on findings.
- Work with multiple SFBFS departments to identify and outline data needs for projects.
- Develop and implement data collection systems, data analytics, data visualization, and other strategies that optimize statistical efficiency and quality.
- Track and manage program data and statistics.
- Use statistical methods to analyze data, evaluate program activity, and create reports for a variety of stakeholders.
- Create models to identify trends and track changes across time.
- Assist with data automation projects to improve the efficiency and accuracy of reporting and analytics.
- Participate and help design surveys, evaluation studies, and research projects for SFBFS' Programs, as needed.
- Identify, analyze, and share information about trends in SFBFS programs and product flow.
- Maintain SFBFS' program and inventory databases including relationships with database developers.
- Maintain data integrity and address data inconsistencies.
- Work with third-party consultants, data and software companies as applicable for data analysis and implementation, including assessments and surveys.

- Develop and update data training materials and standard operating procedures.
- Provide technical assistance, troubleshooting and guidance on the use of data, data visualization tools, and for SFBFS' program and inventory databases.
- Train SFBFS staff and partner agencies to use data, databases, and data systems, as needed.
- Cultivate external data, partners and/or technology solutions that assist in streamlining SFBFS' data collection and data analysis efforts.
- Collaborate across SFBFS' departments to best support SFBFS' clients and partner agencies.
- Keep accurate records of program activities, managing the monthly statistics, and assisting in writing grant progress reports.

SKILLS AND EXPERIENCE REQUIRED

- Bachelor's degree in mathematics, economics, computer science, information management, or statistics (preferred).
- Five or more years of experience with utilizing statistical methods, data analysis, and reporting.
- Five or more years of experience with digital record retention and data analysis/management.
- Strong data management and analytical skills with the ability to collect, organize and disseminate significant amounts of information with attention to detail and accuracy.
- Experience working with both quantitative and qualitative data.
- Excellent planning, organization, and time-management skills including the ability to support and prioritize multiple projects.
- Experience with customer service and conflict resolution.
- Passion for SFBFS' mission.
- Valid CA Driver's License and minimum personal vehicle insurance with no more than three infractions/points within a three-year period on personal DMV record.

POSITION DETAILS

- Full-time, non-exempt position; Monday – Friday (40 hours/week).
- Comprehensive benefits including medical/dental/vision/life/AD&D/LTD, retirement and more.
- Pay Range: \$32.00 - \$36.00 per hour.

Applicants must submit resume, cover letter, [SFBFS' employment application](#) (found here: www.sacramentofoodbank.org/jobs) which should include three professional references to employment@sacramentofoodbank.org for consideration. **No phone calls please.**