DATA ANALYST

Transform Consulting Group (TCG) is a national, data-informed consulting firm that serves government agencies, nonprofits, philanthropy, and early education through higher education institutions. We are a group of strategists, analysts, project managers, and consultants who are focused on improving lives.

We help our clients solve complex challenges and drive meaningful change to transform organizations, communities, and lives. We believe that data can be a secret weapon for every organization. TCG helps our clients identify what data is needed to assess their impact and how to use that data to manage their organization, expand their reach, and accelerate their impact.

Transform Consulting Group seeks a team-oriented professional to provide data collection, data analysis, data visualization, writing, presentation, and project management support for a growing consulting firm. The Data Analyst will lead and support a portfolio of client projects.

While the company's main office is in Wabash, Indiana, the selected candidate would work remotely, preferably in the Midwest region, with some travel required.

Essential Functions
- Develop and manage data collection systems, data analytics, and other strategies to complete data analysis to inform client impact
- Develop evaluation methods (surveys, focus groups, and assessments) to gather quantitative and qualitative feedback
- Acquire data from primary and secondary data sources (including client data and publicly available data from sources like U.S. Census), and maintain databases and data systems
- Review, clean, and filter data to prepare for analysis
- Interpret data and analyze results
- Create data visualizations for client reports, dashboards, and presentations
- Develop written reports and prepare presentations that summarize data, research, and key findings
- Create and maintain interactive data dashboards using Tableau data visualization software
- Develop training tools and procedures for managing client data and maintaining dashboards
- Provide data-related trainings for staff at our clients' organizations
- Be a resource and advocate for data-informed decision-making with clients by teaching and empowering them to use data
- Facilitate client meetings and trainings in person and virtually
- Manage projects and tasks to ensure on-time, in-budget project completion
- Other duties as assigned

Education and Experience
- Bachelor's degree in business/nonprofit administration, public policy, social work, political science, computer science, mathematics, or related field
- 3-5 years of data analysis, data management, or quantitative or qualitative research is preferred
- Experience with nonprofits, government, or consulting is a plus

Skills and Ability
- Understands, amplifies, and expands fair treatment, access, opportunity, and advancement for all people
- Ability to communicate effectively, orally and in writing
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy
- Technical expertise regarding survey design, quantitative and qualitative data analysis, data mining and segmentation techniques
- Takes the initiative to not only identify a problem but work to solve it
- Strong team orientation and ability to work effectively in collaboration with diverse groups of people
- Possess end-to-end project management skills moving concepts through design, development, implementation, and continual improvement
- Experience using data to generate clear and effective recommendations
- Ability to translate "data speak" to external teams, such as program and marketing staff
- Demonstrated computer literacy skills, using Microsoft Office, Google apps, survey tools (SurveyMonkey, Google Forms, Qualtrics), and other basic data systems including internet navigation
- Experience using data management and visualization software, such as Tableau, Microsoft Power BI, or SQL, to create visually appealing graphics, reports, and dashboards
- Act with sound judgment and emotional intelligence
- Represent TCG with a professional demeanor and high standards
- Willing to learn quickly and respond to changing environment
- Able to prioritize and manage multiple projects in a fast-paced, customer-oriented environment while being detailed and highly organized
- Self-motivated and able to work independently
- Must be excited about the causes, clients, and industries we serve

Physical Requirements
- Travel, primarily locally and regionally, with some overnight stays
- Prolonged periods of sitting or standing at a desk and working on a computer

Individual Professional Development
TCG is committed to supporting its team with opportunities for regular professional development. Team members commit to taking advantage of ongoing training and education to continually improve their skills and abilities.

Standing Against Racism and Working Toward Equity
In our work, internally and externally, we strive to create equitable environments and outcomes. We know that we cannot achieve our goal of improving communities without facing and addressing current inequities. Marginalized and racialized people face hurdles that other groups simply do not. We need to understand this current reality so we can work to change it. Internally, our team is reading books, looking at data, and having conversations to understand the world as it is, our individual experiences and biases, and how these factors impact our work. In our client projects, we work to bring a lens of equity to all we do. We know we won't always get it right, and we know we have to keep at it regardless. We strive to apply our core value of continuous quality improvement to ensure we are improving in our efforts to stand against racism and create a more equitable world.

Salary and Benefits
Salary is $55,000 to $65,000. Employee medical, dental, vision, and life insurance premiums are covered by TCG at no cost to employees. A 401k plan with a match is also provided. Additional benefits information is described here.

To Apply
We encourage all interested applicants to apply, even those who do not precisely match every job requirement. Interested applicants should submit a cover letter, resume, and work sample to admin@transformconsultinggroup.com. Questions or inquiries may be submitted to this email address as well.