

Ohio Association of Foodbanks

Location:	100 East Broad Street, Suite 501, Columbus, OH 43215		
Job Title:	Data and Systems Analyst		
Reports to:	Zach Reat	Title:	Senior Director, Strategic Initiatives
Starting Salary:	Pay grade: 3	Hours: 40 / week	
	Type of position:	<input checked="" type="checkbox"/> Exempt	<input type="checkbox"/> Nonexempt
	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time		

Position Overview

This full-time position will directly support the initiatives of the Ohio Association of Foodbanks (OAF) to utilize data to make informed decisions, solicit and maintain funding, and advance the organization’s mission. OAF values data-informed decision-making processes but does not currently have the full expertise it desires to collect, clean, analyze, and visualize data to support our organization's strategic initiatives. In addition to bringing this capacity to OAF, the ideal candidate for this position will also be able to implement internal data quality controls, streamline data reporting processes for funders and other stakeholders, and support the implementation of statewide technology platforms, such as those required for compliance and grant outcomes monitoring. The ideal candidate will possess a strong analytical mindset, advanced technical skills, and a passion for using data to make a meaningful impact on the lives of individuals and families facing food insecurity.

Essential Job Functions

- Collect, organize, and maintain datasets related to food distribution, client demographics, program outcomes, and other relevant metrics.
- Analyze large datasets using statistical techniques and data visualization tools to identify trends, patterns, and correlations.
- Interpret data and present findings in a clear and concise manner to stakeholders, including staff, board members, funders, and partner organizations.
- Prepare regular reports and dashboards summarizing key metrics, trends, and insights to inform strategic planning, program evaluation, and decision-making.
- Develop and implement predictive models to forecast future demand for food assistance, identify at-risk populations, and optimize resource allocation.
- Ensure the accuracy, completeness, and integrity of data through regular quality assurance checks and data validation processes.
- Collaborate with colleagues across departments to identify data needs, define metrics, and support data-driven decision-making.
- Provide training and technical support to staff and partners on data collection methods, database systems, and data analysis tools.

Other Duties and Responsibilities

- Acts as an engaged member of the association staff and contributes to an inclusive, welcoming workplace.
- Identifies new initiatives and best practices within other states for potential adaptation/replication.
- Assists with identifying emerging needs and trends within the Ohio Association of Foodbanks network and related to its mission, its work, and its roles.
- Assists the executive director, senior direct of strategic initiatives, and other staff with other activities as requested.
- Other duties as assigned.

Qualifications and Competencies

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<ul style="list-style-type: none"> • Bachelor's degree in Data Science, Statistics, Mathematics, Computer Science, or a related field. Master's degree preferred. • Proven experience in data analysis, preferably in a nonprofit or social services environment. • Strong analytical skills with the ability to interpret complex data sets and draw meaningful insights. • Proficiency in SQL, Python, R, or other programming languages for data manipulation and analysis. • Experience with data visualization tools such as Tableau, Power BI, or matplotlib. • Excellent communication skills with the ability to effectively present findings and recommendations to diverse audiences. • Detail-oriented with a commitment to accuracy and data integrity. • Ability to work independently and collaboratively in a fast-paced environment, managing multiple priorities and deadlines effectively. • Demonstrated interest/experience in working with low-income communities and/or racially, culturally, and ethnically diverse communities. • Willingness and demonstrated ability to establish standard operating procedures and provide peer-to-peer support and coaching to implement and adhere to those procedures. • Excellent computer skills and proficiency in Microsoft Office, particularly Excel, Outlook, and Word. • A demonstrated commitment to high professional ethical standards and ability to keep confidential information. • Ability to work cooperatively in a team environment and take a leadership role when required. • Willingness to work flexible hours including early mornings, late evenings and weekends as needed. • Willingness to work in a hybrid work environment including at least 3 days in the office per week. • Must be able to remain in a stationary position for extended periods of time. <p><i>This job description reflects management's assignment of essential functions and other duties and responsibilities; and nothing in this herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.</i></p> <p><i>The Ohio Association of Foodbanks is an equal opportunity employer. The association does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, sexual orientation, marital status, disability, age, parental status, military service, or other non-merit factor.</i></p>			