



JOB TITLE: Young Eisner Scholars (YES) Data & Impact Manager

REPORTS TO: Executive Director

STATUS: Full-time, Term-limited (3 years) with potential for renewal. In-Person with possibility of Hybrid (some work will be performed at the various YES offices in each branch, as business needs require, and other work may be performed at approved remote locations, including your home.). We are accepting applicants who live in Los Angeles, CA, New York City, NY, and Ashe or Watauga County in North Carolina.

ORGANIZATION OVERVIEW:

Young Eisner Scholars (YES Scholars) is a 501(c)3 nonprofit organization with over two decades of education development work in low-income communities in Los Angeles, New York, and rural Appalachian North Carolina, working to improve college acceptance and completion rates, and expand access to higher education for historically marginalized students. YES identifies high-potential students from low-income communities, and provides them with the long-term support, resources, and educational access required for success through high school, college, and career. We offer academic, socio-emotional, and financial resources to support Scholars at every stage of their educational journey. To learn more about our mission, visit our website at www.yesscholars.org.

SUMMARY:

This role is designed to collect, manage, and leverage data to improve program effectiveness and outcomes reporting, and build a sustainable culture of data-informed decision-making across our organization's programs, operations, leadership, and development. The Data & Impact Manager will lead the 2026-2028 YES Data Project, which includes building our data narrative strategy, hiring and overseeing consultants to upgrade our Quickbase data system and visualization and automation tools, conducting a culturally responsive review of our data collection systems to ensure they reflect the communities we serve, and overseeing data reporting and visualization. This role will be responsible for working with consultants to build and manage organization-wide data systems, developing and maintaining dashboards, and stewarding a wide range of student, school, and organization-level data. The Data & Impact Manager will also provide clear reporting on key metrics, and oversee all data infrastructure, reporting, and data interpretation across YES's three regions. This role ensures consistency, accuracy, and accountability in our long-term data pipeline, and will be responsible for ensuring that internal and external stakeholders have clear, accurate, and compelling insights into our work.

This is a mid-level full-time, year-round position. It involves travel approximately twice a year to each of our three branches. This is not a purely technical or reporting-only role. It is a strategic, equity-centered position for someone excited to design new systems, strengthen data practices, and lead YES toward a data-driven culture, with an emphasis on optimizing existing tools, supporting staff through training and documentation, strengthening reporting and dashboards, and translating data into insights for program improvement, funder reporting, and advocacy.

RESPONSIBILITIES:

Data Systems Review & Upgrade

- Conduct a culturally responsive data assessment to ensure our tools and practices reflect the communities we serve, a data review of our collection and systems, and a deep dive into our community, including surveys, focus groups, and equity assessments.
- Oversee upgrades to our current data tools, including building dashboards, creating and streamlining reports, and leveraging unutilized or underutilized features.
- Conduct impact data mapping project to identify most critical KPIs that drive progress toward programmatic goals, and design long-term data collection and reporting systems.
- Coordinate with any necessary consultants to enact the different stages of the YES Data Project, and ensure cross-regional alignment for our three branches.
- Conduct visits to all YES branches to work with regional staff and stakeholders.
- Expand alumni tracking (employment, financial stability, civic engagement outcomes, etc), and launch longitudinal data tracking.
- Pilot use of Power BI or Tableau for data visualization and auto-updating dashboards and systems accessible to leadership, development, and program teams for a variety of student, school, and organization-level data.

Capacity Building & Training

- Design and assist staff with the implementation of new systems, tools, and processes to enhance data collection & data integrity for program impact and evaluation; provide ongoing troubleshooting, technical support, and guidance
- Create a Data Dictionary and manual for staff outlining best data input practices, and ensure effective implementation and consistency through staff training and support.
- Lead quarterly cross-branch data reflections and strengthen staff capacity through workshops and coaching sessions. With the Executive Director, lead staff Data Impact Retreats to strengthen shared understanding of our data strategy, foster cross-department alignment, and integrate equity principles into data use.
- Over the course of the YES Data Project, lead transition from consultant-driven work to staff-led data sustainability as the YES Data Project continues.
- Maintain a central repository of impact & evaluation resources and conduct regular training on data best practices (i.e. survey design, data hygiene, etc.) to deepen our culture and staff knowledge of effective impact evaluation.
- Produce regular reports of project progress, major milestones, and any emerging challenges to keep leadership informed.
- Establish an internal cadence of data reflection and reporting to support goal alignment and continuous improvement.

Data Stewardship

- Manage a wide range of data, including contact and demographic info, academic performance, mentorship engagement, financial aid packages, college and graduate school enrollment, and postsecondary outcomes across three program regions (Los Angeles, New York City, and Appalachian North Carolina), and more than 900 Scholars and alumni.
- Produce data visualizations for key events, trainings, and reports; support strategic planning by identifying trends, gaps, and opportunities revealed through data.
- Regularly audit our data systems and processes to ensure reliability and integrity of data
- Publish Annual YES Data Reports to enhance communication with funders, board, staff, and other stakeholders.
- Ensure that data systems are used to promote equity-centered insights, including disaggregating data to highlight outcomes for underrepresented populations.
- Collaborate with leadership to translate data into advocacy tools and policy recommendations.

QUALIFICATIONS:

- Bachelor's Degree.
- At least 3 years of experience with data collection, evaluation, interpretation, and 2 years in project management, especially managing cross-departmental projects that involve people from multiple teams who are not your direct reports.
- A deep belief in YES's mission, approach, and core values.
- Proven ability to conduct data training and facilitation to support team members with varying levels of proficiency in data interpretation and management; strong collaboration skills across various stakeholder groups.
- Strong organizational, time management, and project management skills; ability to manage multiple priorities in an in-person or hybrid work environment and remain highly communicative and accountable.
- Knowledge of best practices required for collecting, monitoring, interpreting, and visualizing data.
- Demonstrated ability to communicate effectively with people of all types and backgrounds; commitment to fostering an equitable and inclusive work environment for all team members.
- Outstanding skills in data interpretation, reporting, and visualization; proven ability to create impact reports, program highlights, and graphics for internal and external audiences.
- Excellent written, verbal, and interpersonal communication skills, with the ability to synthesize information for non-technical audiences and to a wide audience of stakeholders (e.g., board, funders, staff, field-based leaders, teachers, parents, community stakeholders).

PREFERRED QUALIFICATIONS:

- Spanish language proficiency.
- Tech and data savvy – proficiency with both quantitative and qualitative data collection and analysis methods & proficiency with Google applications and CRMs.
- Knowledge of the education sector, data, and nonprofit organizations strongly preferred.
- Experience working with students and families from marginalized backgrounds.
- Insightful thinker and problem solver who anticipates needs with an eye towards root solutions.
- Experience with visualization tools (Tableau, Looker Data Studio, or similar).
- Experience with Quickbase data systems.

Salary: USD \$80,000 - \$85,000 / year

Benefits: Paid vacation, sick leave & holidays, flexible work schedule, YES covers 100% of Health/Dental/Vision Insurance, 401k. Work-life balance is one of our core values.

Position Type: Full-Time, Term-limited (3 years), Mid-Level

Dimensions

YES is an Affirmative Action/Equal Opportunity Employer. We believe we will be the best possible version of our org with a staff of a wide variety of backgrounds and experiences. YES does not discriminate in access to its educational programs and activities, or with respect to hiring or the terms and conditions of employment, on the basis of race, color, national origin, religion, sex, gender identity and expression, political affiliation, age, disability, veteran status, genetic information or sexual orientation. Studies show that women and people from underrepresented groups often only apply to jobs if they meet 100% of the qualifications, yet few people ever meet every qualification. We are looking for the best candidate to join our team, and we encourage you to apply even if you don't check every box in the description. We value diversity and a desire to grow and learn, not just a perfect resume.

Please forward resumes and cover letters to: yesoffice@yesscholars.org