First Peoples Fund

POSITION DESCRIPTION

Position Title: Story Tracker / Data Analyst  
Department: Advancement & Communications  
Reports To: Vice President, Advancement & Communications  
Job Type: Regular Full-Time, Exempt  
Salary: $55,000 per year minimum + a comprehensive benefits package  
Location: Rapid City, South Dakota  
Currently, temporary remote arrangements due to COVID; a permanent remote arrangement may be considered.

ORGANIZATION

First Peoples Fund (FPF) is a national non-profit organization founded in 1995. Its mission is to honor and support the collective spirit of First Peoples artists and culture bearers. Collective Spirit® is that which manifests a self-awareness and sense of responsibility to sustain the cultural fabric of a community. Collective Spirit® moves each of us to stand up and make a difference, to pass on ancestral knowledge and simply extend a hand of generosity. First Peoples Fund recognizes the power of art and culture to bring about positive change in Native communities, beginning with individual artists and their families.

This is an exciting time to be joining the First Peoples Fund. In September 2020 we are launching a communications and fundraising campaign to raise up Collective Spirit® and kick off First Peoples Fund's 25th anniversary. This campaign meets the moment we are in right now with a necessary urgency. We want to bring to life public conversations about key issues in a way that centers on responsibility and stewardship of just communities, and that reflects deep truths about the history and experience of this country’s Native people. This year-long campaign will culminate in two-days of events -- Collective Spirit® at the Kennedy Center in September 2021 -- that will launch a new point and a new future for the organization and for the overall narrative that is rooted in land and place.

POSITION SUMMARY

The Story Tracker/Data Analyst reports to the Vice President of Advancement & Communications (VPAC) and is responsible for managing the organization’s management information systems, tools and databases associated with application submissions, program outcomes, and fundraising. The position involves working closely with staff and clients to coordinate and manage the collection, interpretation, analysis, and reporting of information used for outcomes measurement and evaluation, program refinement and development, customer and donor relations, grant reporting, and communications.

This position requires a skilled individual with a background in the creation of monitoring and evaluation plans, impact measurement, and data management/analysis to lead the organization’s impact measurement and reporting systems. As a member of the integrated Advancement & Communications team, the Story Tracker/Data Analyst must be a highly organized, analytical and detail-oriented person capable of producing a variety of practical reports and encompassing case studies that are relevant to a wide-range of users and audiences utilizing both quantitative and qualitative analysis.

Success in this position is dependent on proactive and effective working relationships with the Programs and Advancement & Communications teams, Vice Presidents and President.

The workload requires efficiency, accuracy, and the ability to prioritize projects and meet deadlines. This position
also requires tact and excellent collaborative and communication skills.

**DUTIES AND RESPONSIBILITIES**

**Data Analysis**

- Maintain the structure and content of outcomes (Outcome Tracker) and donor databases (Kindful).
- Oversee quarterly and annual outcome monitoring surveys and analysis.
- Work with staff to conduct and monitor all data collection procedures.
- Train and assist staff in high-integrity use of the MIS and database systems.
- Ensure the integrity of database structure, content, and reports.
- Ensure correlation between paper and web-based data collection forms to database and reporting architecture.
- Maintain and improve program performance monitoring processes, technology, and reporting systems.
- Maintain and improve program outcome monitoring processes and reporting—including, but not limited to, managing systematic surveys, interviewing, and follow up with participants.
- Manage accessible, secure, high-integrity data collection, entry, storage, analysis, and reporting.
- Analyze all data (quantitative and qualitative) in order to produce needed reports and tell FPF’s story.
- Provide the President with timely and accurate reports, data, narratives, and graphics, as requested.
- Produce monthly, quarterly, and annual reports for staff and the board of directors.
- Maintain MIS products and systems that are mission-driven, culturally competent and relevant.
- Manage third-party research and evaluation projects, as needed.
- Assist with MIS (server, Google Drive, Basecamp) and database improvements and expansion projects, as needed.
- Maintain and update the Evaluation Operations manual ongoing and annually.

**Story Tracking**

- Utilize analyzed data to go beyond outputs to better understand, describe, and support FPF’s mission, vision, theory of change and the Indigenous Arts Ecology.
- Weave together quantitative and qualitative data to best tell FPF’s story of impact in relation to the Indigenous Arts Ecology.
- Produce timely, transparent, reliable, and accurate reports as needed to maintain grant compliance and industry best practices and leadership.
- Guide the ongoing development and implementation of an evaluation plan, with senior staff, for big picture program development and policy advocacy.
- Interpret FPF’s data to contribute to decision making on programmatic and organizational levels.
- Make systematic and regular connections between FPF’s data and industries such as arts and culture, community development, economic development, and others.
- Maintain, contribute to, and disseminate knowledge exchange of industry-wide best practices, benchmarks, and trends.
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Administration
Specific responsibilities, but not limited to, include the following.
- Participate in strategic planning, budget and proposal development and other organizational activities.
- Responsible for regular reporting requirements as requested or required by the organization.
- Assist with program and project meetings, workshops, conferences, and special events to advance program goals.
- Adhere to all First Peoples Fund policies.
- Perform other duties as assigned.

EDUCATION, KNOWLEDGE, SKILLS, ABILITIES, and PHYSICAL REQUIREMENTS

- Bachelor’s degree (Master’s preferred) in Statistical Analysis, Management Information Systems, Evaluation, or related field.
- Five plus years’ experience or comparable combination of education and experience preferably for a nonprofit and/or Native organization.
- Broad knowledge of tribal communities and cultures across North America.
- An understanding and awareness of the Native arts and culture field.
- Background and/or experience in community development in under-resourced communities.
- Excellent technical and analytical skills required (Excel power user, Outcome Tracker, Access, Salesforce, ESRI, Tableau, Submittable, Kindful).
- Proficient in MS Office Suite (namely Word, Excel, PowerPoint), Google Suite, Adobe Suite; experience with Basecamp project management software a plus.
- Graphic design experience a plus.
- Previous experience with applied/participatory research and evaluation.
- Highly organized, detail-oriented project management experience required.
- Pragmatic and customer-oriented project/program manager experience.
- Strong written and verbal communications skills.
- Excellent interpersonal skills and ability to work in a busy, fast-paced environment.
- Attention to detail and ability to understand and create budgets.
- Ability to work under pressure and consistently meet deadlines.
- Ability to work collaboratively as a member of a team.
- Also be able to work independently, take initiative and be self-motivated.
- Must be able to travel on occasion (once it is safe to travel again).
- No extraordinary physical requirements beyond ability to travel. Job involves normal physical requirements for an office position.

To apply please email a cover letter, resume and three samples of previous work to info@firstpeoplesfund.org with the position title in the subject line.