ARTS FORT WORTH

Job Title: Data and Impact Specialist
Reports to: Director of Giving
FLSA Status: Fulltime, Non-Exempt
Salary Range: $48,000 - $55,000

DATA AND IMPACT SPECIALIST INTRODUCTION

Do you love to help people solve problems, decipher the stories waiting in data, and build organized systems to empower your team?

If so, you should join the team at Arts Fort Worth!

Arts Fort Worth is a nonprofit organization, formed in 1963 as the Arts Council of Fort Worth, to provide funding and leadership that nurtures, supports and promotes the arts throughout the Fort Worth community. Today, Arts Fort Worth is committed to building strategic relationships throughout the local ecosystem of independent creatives, arts and culture businesses, and the surrounding community of arts supporters.

The Data and Impact Specialist works with the Director of Giving to build and maintain a database of arts and culture resources, conduct and coordinate research on behalf of the local arts community, and evaluate Arts Fort Worth initiatives. This role supports the organization in producing stakeholder reports to help raise funds and inspire support for local arts and culture in the greater Fort Worth area.

Arts Fort Worth will invest in the continuing education and professional growth of the Data and Impact Specialist. The top candidate will be a self-motivated, service-focused team player. Arts Fort Worth is committed to building a team that represents the diverse experiences, cultures, and abilities of North Texas residents and all interested candidates are encouraged to apply.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Donor, Member, and Client Data Collection and Management (40%)

Arts Fort Worth makes change in a city of over one million residents by working with and through a strong network of donors, members, and clients. Consistent and thorough record-keeping is the key to helping these constituents succeed in building a more vibrant and resilient arts ecosystem.

- Database Management and Integration: Manage client, donor and volunteer database (currently Little Green Light, Foundant). Oversee client data collection, liaise with database vendor; train staff on the proper use of database and data collection. Ensure that the data collection, data systems and resources are integrated, available and operating effectively for staff.
- Report Management: Create queries and reports to answer common data questions.
- Lead Data Entry: Manage the data entry process for programs and ensure that all data is consistently updated by staff.
- Data Response Management: Create methodology for monitoring response rates and regularly report outcomes. Work with Director of Giving to review data collection challenges and successes and determine when changes are needed (e.g. training, process change, systems evaluation).
- Standard Operating Procedures Development: Develop, improve and maintain procedural guides for data management practices.
- Data Quality Management: Ensure accurate, consistent and complete data entry across systems.
- Database Training: Train staff on best practices for role-specific database use.

- Survey Design and Analytics: Train staff on survey design (including survey software), best practices in interpreting data and reviewing survey analytics.

Impact Evaluation and Reporting (40%)

Arts Fort Worth supports advocacy efforts and empowers local creatives by tracking key metrics, gathering research, and communicating important trends.

- Quantitative Data Collection: Lead collaboration efforts with program staff to implement systems for gathering data related to program activities and industry trends, including client satisfaction surveys and annual long-term outcomes surveys. Lead survey design and development process to ensure consistency and quality in data collection methodologies. Provide guidance and training for team members to ensure surveys are collecting relevant, necessary and unbiased information. In collaboration with Director of Operations, set data response goals on a biannual basis and implement organization-wide monitoring to provide ongoing feedback.
- Qualitative Data Collection: Implement systems to gather qualitative data related to program activities.
- Data Analysis: Compile, clean, organize, and analyze program data. Prepare useful summaries for staff, board and/or funders on a regular basis to communicate program successes, challenges, and trends. Create systems for increasing communication and dissemination of outcomes.
- Industry and Market Research: Support company-wide efforts to identify and share updates on arts and culture industry trends, arts policy research, and emerging best practices in arts administration.

Grant and Government Contract Reporting (20%)

Communicating the impact of programs and services helps donors and partners understand the difference they are making through Arts Fort Worth. The Data and Impact Specialist works with the advancement team to ensure grant proposals and reports are submitted in a timely and accurate manner.

- Grant Application Support: Work closely with the Director of Giving to provide impact data to ensure timely submission of funder requests and applications.
- Grant Reporting: Assist the Director of Giving in creating reports for federal, state, county and city contracts, MOUs, application submissions, invoice submissions, funder reports and contract reviews.
- Grant Communication: Track status of each funding contract and act as liaison with managers on financial status of contracts relating to their program.
- Grant Tracking: Develop and maintain a system for tracking all contracts and compliance requirements. Other duties may be assigned as needed.

STAFF-WIDE EXPECTATIONS

All team members are expected to engage in activities that contribute to the general wellbeing of the organization. Unless specifically stated otherwise, staff should expect to:

- Adhere to and demonstrate Arts Fort Worth core values in their work: Authentically Passionate, Intentionally Equitable, Purposeful Listener, Trustworthy Partner
- Participate in staff meetings, workgroups and committees.
- Engage in Arts Fort Worth initiatives and work on diversity, equity and inclusion and advocacy.
- Support a culture of data excellence through timely data entry and effective utilization of data and technology systems.
- Attend and participate in client and volunteer events when practical.

- Support fund development through activities such as participating in workgroups and committees, providing support at Arts Fort Worth events, attending and bringing guests to events, bringing content expertise to grant writing or donor relationships, adhering to brand guidelines, etc.

POSITION QUALIFICATIONS

- Written and verbal fluency in English, bi-lingual fluency in Spanish a plus.
- Resourcefulness – willingness to go find the answer to a question or problem.
- Ability to work independently and collaboratively with a variety of personalities and work styles.
- Ability to excel in a complex work environment, set appropriate priorities and deal effectively with numerous simultaneous requirements.
- Excellent organizational skills with a high degree of attention to detail.
- Very strong written communication skills.
- High aptitude for learning new systems and processes.
- Strong problem-solving skills and the ability to come up with innovative and creative solutions or improvements to internal processes.
- Strong computer & technology skills, including MS Office Suite.
- Experience with client data management and outcome tracking software highly desired. Experience with Zapier workflow automation tools a plus.
- Commitment to protecting the reputation and integrity of clients and staff through strict confidentiality.
- Passion for service through nonprofit organizations
- A genuine interest in the mission of Arts Fort Worth.

PHYSICAL REQUIREMENTS

- Prolonged periods sitting and/or standing at a desk, working on a computer and using a phone.
- Must be able to lift up to 15 pounds at times.

ADDITIONAL INFORMATION

Top candidates may be asked to complete a skills assessment.

Annual salary range for this fulltime, exempt position is $48,000 to $55,000, commensurate with experience, in addition to a benefit package that includes medical, dental, vision, short and long-term disability, and life insurance; an employer-matched 401(k) plan; continuing education reimbursement; and generous vacation, sick, and holiday paid time off.

This role may work in a hybrid of remote and onsite settings.

We welcome both local applicants and those from outside of North Texas.

To apply, please send a cover letter and resume through Indeed using this link: [Data and Impact Specialist - Fort Worth, TX 76107 - Indeed.com](#)