



Northern Border Regional Commission

Location: This is a fully remote, work from home position. Candidates may be based anywhere within the NBRC's territory (Maine, New Hampshire, New York & Vermont)

Position Title: Data Reporting Specialist

Supervisor: Executive Director

Travel Requirements: Periodic travel within the NBRC's territory (Maine, New Hampshire, New York & Vermont) for staff meetings and Commission meetings.

POSITION SUMMARY

The Data Reporting Specialist is responsible for collaboratively designing a data collection architecture to support the continuous improvement of NBRC programs, and to guide new programs and investments. The Specialist will work closely with the NBRC's program team to understand the potential for measurement and data collection through all phases of the grant cycle. Results of data collection will be disseminated throughout the NBRC's staff, leadership, and stakeholders, and will be shared publicly via the NBRC's website and other means. This is a new position, and the Specialist will have the opportunity to shape the NBRC's data collection efforts for future iterations.

This position reports to the Executive Director, and is able to be based anywhere within the NBRC's territory (Maine, New Hampshire, New York, or Vermont), with periodic travel for staff and Commission meetings.

ROLES AND RESPONSIBILITIES

Data Reporting Specialist responsibilities include:

- Plans, develops and implements data collection and analysis in collaboration with the NBRC's program team and leadership.
- Evaluates and monitors NBRC grant investments to determine effectiveness and support future program improvements.
- Analyzes long-term trends in NBRC communities, and shares these findings with the program team to support future grant making and continuous improvement efforts.
- Monitors third-party reports and data releases, including data produced by State-based partners, and economic development-focused nonprofit organizations.
- Identifies areas of underinvestment (both programmatic & geographic), and seeks to determine the reason(s).
- Monitors the NBRC's annual progress toward strategic performance targets.
- Manages the NBRC's annual "distress" criteria calculations and prepares guidance for potential grantees based on the results.
- Assists the Executive Director with responses to internal and external technical assistance requests.
- Manages development and content for the NBRC's Annual Report to Congress.

Other tasks: The Data Reporting Specialist will support other Commission functions as needed, such as special ad hoc reports that may be required by the NBRC's stakeholders or internal management.

REQUIRED SKILLS AND EXPERIENCE

The Data Reporting Specialist will be an analytical team member with a curiosity about topics in economic development and more broadly. The ideal candidate will hold a Bachelor's degree (and potentially a Master's degree in a relevant field), or equivalent experience, and 3-5 years prior experience in a relevant field:

- Ability to identify relevant data, and combine multiple sources of data in different formats.
- Experience developing and implementing program-based research.
- Knowledge of advanced Microsoft EXCEL, and preferably other data analysis tools.
- Adaptability with respect to changes in work processes and near-term objectives.
- Ability to navigate change through positive communications and supportive actions.
- Collaborative by nature, the Specialist will be able to work with a wide variety of people internally and externally.
- Analytical: Able to consider multiple perspectives and make a recommendation based on soundness of data and achievability.
- Problem solver: Eagerness to push through potential problems in service of critical objectives.
- Ability to communicate with a diverse group of stakeholders; excellent written and oral communication skills.
- Ability to work effectively with management and staff at all levels of public and private sector organizations.
- Ability to communicate specifically through numbers, and to use numbers in service of storytelling to a variety of audiences.
- Knowledge of federal grants management preferred.

This is a full-time role, defined as 40 hours/week. The hiring range for this role is \$70,000 - \$80,000 annually, depending on the skills and experiences of the successful candidate. This position is benefits-eligible, and the position is eligible for annual salary increases based on cost-of-living adjustments and merit.

To apply: Please submit a resume and cover letter to Rich Grogan, Executive Director, rgrogan@nbro.gov

This job description is intended to provide general information about the position. It is not an employment contract and is not intended as a complete list of all job roles and responsibilities. The incumbent may be required to perform other roles and responsibilities. As with all positions, the responsibilities, roles, and requirements of this job may change. The organization, at its discretion, may alter this job description at any time with or without notice.

Equal Employment Opportunity Statement

The NBRC is an Equal Opportunity Employer. The NBRC does not discriminate against any employee or applicant for employment on the basis of race, religion, color, sex, gender identity, gender expression, arrest record, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment and personnel actions such as compensation, promotion, benefits, layoffs or terminations are decided on the basis of qualifications, merit, and business need.