



## SAINT LOUIS MHB JOB DESCRIPTION

Job Title: **Data and Performance Analyst**

Department: **Program**

FLSA Status: **Exempt**

Status: **Full-Time**

Reports to: **Executive Director**

Creation Date: **December 2023**

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### POSITION SUMMARY:

The Data and Performance Analyst will expand MHB's data collection, evaluation, performance management, and continuous quality improvement with the goal of informing the Board, staff, and community about the impact of MHB's community investments, including its strategic initiatives. This position will help staff generate and use evidence to advance MHB's commitment to health equity and racial justice, and to inform its data-driven decision making to facilitate the attainment of MHB's strategic goals.

### ESSENTIAL FUNCTIONS:

#### 1. Planning

- Participates in MHB's formal planning processes
- Leads strategic planning and evaluation efforts related to assessing community needs

#### 2. Community Leadership and Involvement

- Develops trusting collaborative relationships with city residents, neighborhood groups, community coalitions, and other funders
- At the direction of the Executive Director, supports community-based initiatives or leads special projects focused on improving community responses to behavioral health needs, behavioral health prevention, and trauma-informed care
- Evaluates and summarizes feedback from the community to inform decision-making processes

#### 3. Data and Performance Analysis

- Work closely with staff, community partners, funders, and Funded Partners on the design and implementation of data collection, data analysis, and data sharing
- Conduct high-quality applied research and evaluation using chosen methods and culturally responsive and equitable approaches
- Clearly document analytic decision rules and procedures for quality assurance and replication

- Assemble, clean, manage and analyze large longitudinal quantitative data, survey data, and/or qualitative data sets derived from multiple sources
- Design, administer and analyze surveys
- Effectively communicate actionable applied research and evaluation findings and recommendations to a variety of audiences through written reports and summaries, presentations, data displays, and other data visualization techniques
- Design, develop and maintain internal data, forms, surveys and custom dashboard reports based on staff input and implement data queries
- Implement policies and protocols for data management that ensure data integrity, quality, accuracy, completeness, and timeliness
- Maintain status and prepare reporting for Strategic Plan updates to the Board
- Compile, analyze and prepare publications, data reports and analytics for distribution to internal and external stakeholders
- Provide assistance to Funded Partners for all data and outcome reporting processes
- Support MHB's continuous quality improvement efforts based on data collected and analyzed
- Assist in the summary, analysis, interpretation, and reporting of relevant key statistics submitted by tax-funded partners and strategic initiative partners (partners) and collaborate with internal staff and partners to develop common statistics used to assess collective and community impact
- Research publicly available data, statistics and trends that could inform the work of MHB, and fulfill all data requests related to MHB and other community research

4. Other duties as assigned by management

## QUALIFICATIONS:

1. Master's degree in social work, public policy, public health, sociology, psychology, or related field plus at least 4 years of experience in a non-profit or government setting
2. Demonstrated expertise in quantitative, qualitative, or mixed methods applied research and evaluation methodology, design, and analysis
3. Demonstrated data preparation and cleaning skills
4. Proficient in Microsoft Office
5. History of working cooperatively and effectively with diverse stakeholders
6. Exceptional written and verbal communication skills
7. Commitment to health equity and racial justice
8. Objective decision maker that does not include personal preference or bias in decisions
9. Excellent judgment and ability to handle confidential information
10. Valid driver's license
11. Reliable transportation allowing travel between locations when required
12. Independently mobile in a variety of locations and settings

**SIGNATURE:**

I have read and understand the job description for my position at the Saint Louis MHB. The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to an all-exhaustive list of all associated responsibilities, skills, efforts or working conditions. The Saint Louis MHB reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities and position titles as it deems necessary to meet the needs of the business.

\_\_\_\_\_  
Employee's name

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Employee's signature

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Supervisor's name

\_\_\_\_\_  
Supervisor's signature

Today's date: \_\_\_\_\_