

Job Description

Western Massachusetts Network to End Homelessness Regional Analyst

The Regional Analyst (RA) is a contracted position within the Network and is compensated in accordance with the established Memorandum of Understanding (MOU) with the Network's Fiscal Sponsor, the United Way of Pioneer Valley (UWPV). The RA reports to the Network Chair and provides ongoing support for the mission, values and stated purposes of the Network through ongoing impact analysis, management and reporting of the overall work of the Network.

Qualifications

Project Management

Demonstrated knowledge of the principles, methods or tools for developing, scheduling and managing projects and resources, including monitoring performance of costs, schedule, scope, quality, risks, and results; excellent communication skills.

Sound Decision-Making

Ability to make sound, well-informed and objective decisions; perceives the impact and implication of decisions; commits to action, even in uncertain situations, to accomplish organizational goals.

Flexibility

Maintains flexibility by being open to change and new information; adapts behavior or work methods in response to new information, changing conditions or unexpected obstacles; effectively deals with ambiguity.

Leadership

Influences, motivates and challenges others; adapts leadership and management styles to a variety of situations; able to inspire, motivate and guide others toward goal accomplishments

Excellent Problem-Solving

Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Specific Job Responsibilities

Data Coordination, Integration & Reporting

- Coordinate and integrate regional CoC data to produce Network-level analyses and reports; serve as a liaison between the Network and CoC HMIS staff.
- Participate in the planning and implementation of additional data collection based upon Network priorities and needs.
- Report upon and/or publish results of regional analyses in collaboration with regional partners (e.g., through WMNEH blog).

Database Management & Analysis

- Monitor data collection efforts and quality; develop data quality protocols and monthly/ quarterly reporting procedures.
- Comply with HUD and DHCD privacy and confidentiality policies and procedures.

Technical Assistance

- Develop local and regional evaluation measures designed to assess the impact of regional activities toward reducing the incidence and prevalence of homelessness.
- Conduct analyses for the purposes of program monitoring, development and improvement.
- Monitor trends to assess whether data confirms program priorities and develop recommendations.

Project Management & Evaluation

- Convene regional Data + Evaluation Committee.
- Participate in collaborative meetings with DHCD, MA ICHH, and other funding entities as needed
- Develop work plans and timelines related to key data-related activities.
- Supervise project assistants and interns (when applicable).