



Analyst Position Description

Company Background

Mission Measurement works with leading Fortune 500 corporations, foundations and nonprofit organizations to measure social impact. Measurement allows our clients to understand the value and impact of their programs, initiatives and/or grant-making and to inform management and investment decisions. We work with clients to create strategic frameworks, develop meaningful performance indicators, and to implement data collection processes and analytical tools in order use measurement as a management tool.

Mission Measurement is headquartered in the heart of the Chicago Loop (Chicago, Illinois). You can learn more about Mission Measurement at www.MissionMeasurement.com.

Position Description

The Analyst's principal function is to coordinate the service offerings of the Mission Measurement Analytics team. The Analyst will develop software based and web-based data collection templates, work with clients to launch the data collection process, and will coordinate the data collection effort with client contacts. Once the data is in hand, the Analyst is responsible for performing several types of analysis on client performance data and should be comfortable performing statistical analysis. Once the analysis is complete, the Analyst will develop and deliver practical, meaningful and relevant dashboards and other performance reports for clients.

Responsibilities

- Design and develop data collection tools
- Develop and implement data collection processes
- Manage the data collection process, including coordination with client contacts
- Analyze and interpret client performance data
- Capture client reporting needs and requirements
- Design and deliver dashboards and other reports to meet client needs
- No/Limited travel

Qualifications

- Bachelors Degree Required
- Minimum of 1 to 3 years of experience, preferably with a consulting or professional services firm
- Strong fluency with Microsoft Excel and spreadsheets
- Ability to multi-task and manage large volumes of performance data
- Experience with or interest in the social sciences, nonprofit sector or Corporate Social Responsibility
- Strong client service orientation and project coordination skills
- Comfortable working in an entrepreneurial environment

Please submit a thoughtful cover letter and resume via email to: Kim Silver, Manager with Mission Measurement ksilver@missionmeasurement.com. No phone calls please. See our website: www.missionmeasurement.com