



Impact Analyst

Location:

Lawrenceville, NJ

Position Type/Classification:

Full-Time/Exempt

Reporting to:

Director of Innovation and Evaluation

Compensation:

\$50,000-\$60,000/year

Organization Overview

Since its inception 30 years ago, HomeFront has worked to break the cycle of poverty and end homelessness in Central New Jersey, serving tens of thousands of families in Mercer County. In the past year alone, 16,805 individuals came to HomeFront for shelter, food and life-changing assistance. Started by volunteers providing meals for families living in welfare motels in and around Trenton, HomeFront has since developed a holistic array of services for clients who are experiencing homelessness, facing complex barriers to economic opportunity, or working hard to make ends meet.

Our work is best captured by our mission statement:

HomeFront's mission is to end homelessness in Central New Jersey by harnessing the caring, resources and expertise of the community. We lessen the immediate pain of homelessness and help families become self-sufficient. We work to give our clients the skills and opportunities to ensure adequate incomes, and we work to increase the availability of adequate, affordable housing. We help homeless families advocate for themselves individually and collectively.

Job Summary/Objective:

The Innovation and Evaluation team measures and tracks key indicators to better understand the impact of our services on clients and promotes the use of evidence-informed decision making to improve the quality of our programs. The team also improves efficiency across the agency with streamlined process flow and implementing automation. The Impact Analyst will play an important role in supporting data collection, analysis and reporting for all HomeFront programming. This position is pivotal in creating and updating high-quality reports and dashboards that translate into actionable insights. This position will report directly to the Director for Innovation and Evaluation. The ideal candidate is passionate about serving families impacted by poverty and homelessness, comfortable communicating professionally with all levels of staff, and possesses advanced technical and analytical skills.

Essential Job Functions/Responsibilities:

- Bring data to life by developing and updating user-friendly reports to engage program staff
- Update data related to Key Performance Indicators (KPIs) for HomeFront programming
- Support data entry and migration for the Apricot and HMIS databases
- Develop surveys and provide assistance in conducting focus groups

- Analyze data and translate key findings into reports, presentations and infographics
- Provide assistance in developing logic models for new programs, and revisions for existing programs
- Design and update data collection tools
- Provide support with data quality assurance
- Create detailed standard operating procedures for reports and internal processes
- Respond to ad hoc report requests
- Perform additional duties and responsibilities as requested

Qualifications:

- Bachelor's degree required
- Advanced analytical skills and high technical proficiency in Microsoft Excel, Word, PowerPoint and Outlook
- Experience with quality improvement or program evaluation
- Experience using database and case management software
- Strong organizational skills and attention to detail
- Ability to effectively communicate data and translate into actionable insights
- High degree of proactiveness and self-initiative
- Commitment to team success
- Excellent problem solving ability
- Positive attitude focused on implementing solutions

Preferred:

- Prior experience working in a non-profit setting
- Knowledge or experience working with individuals experiencing homelessness
- Experience with data visualization tools (Canva, Tableau, Power BI)
- Experience using Apricot and HMIS case management software

Travel:

Minimal travel to meetings may be required

Physical Demands:

- This job operates in an office setting using standard office equipment such as computers, phones, calculators, copiers, fax machines, and file cabinets
- Ability to sit, stand, walk, climb steps, bend, and lift files

Disclaimer:

This position description neither constitutes a contract of employment nor is designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice. Company may exercise its employment-at-will rights at any time.

HomeFront, Inc. is an equal opportunity employer. We welcome employees and prospective employees without regard to race, religion, national origin, gender, age, disability, marital status, gender identity or expression, sexual orientation or veteran status.