



Policy and Data Analyst

Hire date: early 2020

ABOUT BREAKTHROUGH CENTRAL TEXAS

Founded in 2002, Breakthrough is a postsecondary access and completion nonprofit with the mission of supporting students to become first-generation college graduates. We start our partnership with students and their families early, in middle school and high school, and make a commitment to helping the student realize their goals of a postsecondary degree. By combining out-of-school learning experiences, advising, and a long-term commitment, we help students overcome barriers to success in the secondary and higher education system. We are student-centric, believing firmly in the potential of all students. We are committed for the long run, helping our students navigate the transition from middle school to high school to postsecondary institutions with a comprehensive and individualized approach to supporting their path to academic success. Breakthrough's programs and services are effective and based in the evidence of research and in the lived experience of our students. Currently, Breakthrough Central Texas annually serves close to 2,000 students across the Austin region and in colleges across the country.

Breakthrough Central Texas is proud of the many, diverse students who work hard in school and participate in Breakthrough. Credit for their success goes first and foremost to the students and the family members who support them every day. While Breakthrough participants are consistently outperforming their peers in on-time high school graduation, postsecondary enrollment, and postsecondary degree and certificate attainment, the organization recognizes that more needs to be done to improve its programs and services. With a recently completed strategic plan, the organization's new north star is to end the inequity in college attainment rates across the entire Austin region. To reach that goal, Breakthrough is growing its core model to serve approximately 3,000 students in Central Texas by 2025 and it is investing in new strategies to expand its impact even further.

WHY WORK AT BREAKTHROUGH CENTRAL TEXAS?

By working for Breakthrough Central Texas, you will help students achieve their dreams of success and receive the high-quality education they deserve. Breakthrough is an organization committed to its students and recognizes that our greatest resource to support them is our dedicated and talented staff. If you believe all young people deserve the opportunity to achieve postsecondary success and you desire to work at an organization committed to its employees and building the strongest team culture anywhere, then join us!

ABOUT THE DATA AND POLICY ANALYST ROLE

The Policy and Data Analyst is responsible for the execution of Breakthrough's policy advocacy activities and the analysis of data to improve the organization's services. Reporting to the Chief Program Strategy Officer and working closely with the Executive Director, the Policy and Data Analyst plays a critical role in the organization's ability to leverage the data and the experiences of our students and families to drive change within the organization and the broader Central Texas education system. The Policy and Data Analyst, under the supervision of the Chief Program Strategy Officer, ensures that our data collection and analysis is aligned with our program goals, yields meaningful insights to drive our work, and is informed by the experiences of Breakthrough participants and external research. In addition, the Policy and Data Analyst will work closely with the Executive Director to develop a policy agenda, engage with potential advocacy partners, and execute the organization's annual policy advocacy activities. To accomplish these goals, the Policy and Data Analyst will:

- Maintain ongoing data collection system
- Manage, analyze, and interpret Breakthrough student data
- Create and share reports and analyses internally and externally
- Ask questions to help others make sense of the data
- Interpret trends and patterns in complex data sets

- Collaborate with Breakthrough program staff to ensure data collection and analysis is closely aligned to program objectives
- Create and maintain protocols for data integrity and security
- Help maintain our salesforce database
- Refine our data collection calendar, working in concert with our program staff and our partner school districts
- Collect and analyze research external to the organization pertinent to the field of education and postsecondary access and completion
- Help create and maintain the guiding statement for Breakthrough's policy work
- Engage in research to build the organization's knowledge of the policy field
- Help develop a process and criteria for determining Breakthrough's annual policy agenda
- Engage stakeholders such as students, families, staff members, partners, and others in the work of policy advocacy
- Identify channels for advocacy at district, local, state, and national levels
- Represent Breakthrough's policy interests with partner agencies and with decision makers at the district, local, state, and national level
- Report on the outcomes and impact of Breakthrough's policy practice

ABOUT YOU

- Experience in policy analysis, preferably for nonprofit or education institutions
- Working knowledge of legal aspects affecting education policies
- Understanding of current policies and conditions in secondary and postsecondary education
- Ability to manage large data sets and to interpret data for others
- Experience with Salesforce a plus
- Experience in statistical analyses with statistical packages a plus
- Proficient with Excel and in data visualization
- Strong verbal and written communication skills
- Ability to work collaboratively with others
- Strong attention to detail

COMPENSATION & BENEFITS

- Competitive annual salary, commensurate with experience and qualifications
- Health, dental, and vision insurance; Breakthrough pays 100% of employee premiums
- Optional 401K plan available
- Generous PTO and leave policy

TO APPLY

Please submit resume, and a cover letter via e-mail at openings@breakthroughctx.org. Please reference the position you are applying for in the subject line. Breakthrough Central Texas is committed to a policy of equal treatment and opportunity in every aspect of its relations with its applicants, staff members, and families, without regard to race, color, ethnicity, religion, gender identity/expression, sexual orientation, national origin, disability, age, military status, pregnancy, or parenthood.

Breakthrough Central Texas is an equal opportunity employer and an organization that values diversity. People from all backgrounds are strongly encouraged to apply.