



Position: Data Fellowship (2-Year Fellowship)  
Location: Detroit, MI

### **Position Summary**

The Data Fellowship will engage an emerging leader with a unique opportunity to make meaningful contributions to Michigan philanthropy and the larger philanthropic community. The Data Fellow will support The Skillman Foundation and the Council of Michigan Foundations (CMF). This position will be a good fit for an individual passionate about data analysis, visualization, and social impact. The data fellow will work closely with our teams and the Skillman Foundation's grant partners to support data-informed decision making and contribute to learning and continuous improvement through activities outlined below.

### **What You'll Do:**

#### **The Skillman Foundation**

- Work closely with the Skillman Foundation Vice President, Learning and Impact to collect, analyze and interpret data from various sources to uncover insights and trends related to the Foundation's context, strategy or grantmaking.
- Develop data visualizations, dashboards and reports to communicate findings to internal and external stakeholders.
- Support the integration of data insights into planning and improvement efforts.
- Work with consultants and external evaluators to assess data capacity and needs among education organizing and policy advocacy nonprofits in Southeast Michigan.
- Provide data support and technical assistance to nonprofit partners.
- Support data strategy grants and contract management.

#### **The Council of Michigan Foundations**

- Contribute to CMF's continuous improvement process as part of the ways CMF advances our mission to lead, strengthen and support the Michigan community of philanthropy with equity at the center of our work.
- Work closely with the Chief Strategy Officer to assist in creating and implementing evaluation frameworks for CMF programs, projects and initiatives.
- Collect, analyze and interpret data from various sources to uncover insights and trends related to CMF's context and strategy.
- Support the development and analysis of research and evaluation efforts and related communications, including data visualizations in various publications and reports.
- Engage in the Learning & Evaluation Roundtable for Michigan philanthropy peers hosted by CMF.
- Attend select internal and external meetings and events.

#### **Both Organizations**

- Present reports to the Boards and staff of The Skillman Foundation and CMF as appropriate.
- Represent The Skillman Foundation and CMF at state and national conferences and meetings.

## What You'll Receive

- Opportunity to contribute to meaningful change with a focus on racial equity.
- Hands-on experience in data analysis, visualization and program evaluation.
- Exposure to a dynamic philanthropic environment.
- Robust professional development opportunities.
- Networking opportunities within the sector.

## What You'll Need:

We value knowledge from experience and education and encourage people with the desired skills to apply.

These skills may be demonstrated by a professional portfolio, an advanced degree or certification in a relevant field, or a combination of experience and education.

### *Minimum Qualifications*

Five years of professional data analysis, visualization, or research experience.

### **-OR-**

An advanced degree in a relevant field and two years of full-time professional data analysis, visualization, or research experience.

- **Skills:** A passion for using data to drive social impact and promote racial equity, applied research (evaluation and/or policy research), proficiency in data analysis tools (Excel, R, Python, etc.), demonstrated ability to clean, manipulate and analyze datasets to extract insights, experience with data visualization tools (e.g., Tableau, Power BI, etc.) develop external relations, project management and excellent written and verbal communication skills.
- **Characteristics:** Quick learner, self-starter, curious, and a problem solver with an interest in fostering learning and continuous improvement, strong attention to detail and accuracy, flexible, well-organized and committed to meeting deadlines.
- **Abilities:** Works well both independently and collaboratively in a team environment. Experience in engaging with diverse communities to gather input, validate findings and ensure inclusivity.
- Proficient in the Microsoft Office Suite and knowledge of survey design, software and interview techniques a plus; experience with the Adobe Creative Suite and Salesforce preferred but not required. Familiarity with evaluation concepts is beneficial but not required.
- A willingness to travel within the state and out of state to attend internal and external meetings, events and conferences.

## Physical and Mental Activities and Requirements:

- While performing the duties of the job, the employee is regularly required to talk and hear. The employee is frequently required to sit and use hands to finger, handle or feel to perform the duties. The employee is frequently required to stand and walk around to perform the duties. The employee is occasionally required to stoop, kneel, or crouch. The employee may occasionally lift and/or move up to 50 lbs.

- The employee may operate any or all of the following: telephone, cellular telephone, copy and fax machine, computer and printer.
- This position may require travel by automobile and airplane.
- This position requires the employee to make decisions in a timely manner and anticipate all of the potential ramifications of decisions made.
- The employee must be able to read and interpret documents, understand/follow complex written and oral instructions, be able to express themselves clearly/concisely, perform mathematical functions and handle multiple, concurrent tasks.

#### What Else You Should Know:

We value our people. In honoring a healthy workplace that offers competitive salaries, excellent benefits and a supportive working environment, for this position, the salary is \$62,000. Benefits include health, dental and vision insurance, participation in a 403b plan with employer contribution and a contribution match, life insurance, short and long-term disability insurance, paid time off, technology reimbursement, a generous holiday schedule as well as opportunities for professional development.

CMF is committed to advancing diversity, equity, and inclusion, both through our work and within our workforce. We believe that celebrating and actively welcoming diverse voices and perspectives is essential to moving our work forward.

CMF is proud to be an Equal Opportunity Employer. Women, people of color, Indigenous people, LGBTQ individuals, veterans, people experiencing disabilities, and members of other underrepresented groups are strongly encouraged to apply.

#### Application Process:

To be considered for this position, please send the following two items to [jobs@michiganfoundations.org](mailto:jobs@michiganfoundations.org) by Monday, January 29, 2024.

- A thoughtful cover letter that explains your interest in the role and our organization, how you qualify, and when you would be available to start.
- A resume.

#### About the Council of Michigan Foundations:

The Council of Michigan Foundations seeks a dynamic and engaged individual to help us advance our mission to lead, strengthen and support Michigan's community.

CMF's work focuses on emboldening and equipping Michigan philanthropy in the relentless pursuit of equitable systems, fortifying the field through public policy action, fostering the growth of current and future philanthropy leaders, and advancing exemplary philanthropic practices and field expertise. Equity is a pillar of our work, and equity is embedded across our priority pillars of policy, practice, and people.

CMF is a leadership organization driven by our values and the power of people, equipped with deep sector expertise and the ability to anticipate and adapt, to changing environments with a clear commitment to equity-centered approaches for continuous improvement.

Read more about us at: [www.michiganfoundations.org](http://www.michiganfoundations.org)

Follow us on social media @michfoundations.

**About The Skillman Foundation:**

The Skillman Foundation is a grantmaking organization established in 1960. It has granted out more than \$750 million and has served as a vocal advocate to strengthen K-12 education, afterschool programming, child-centered neighborhoods, youth and community leadership, and racial equity and justice. It is in the process of developing a new strategic framework, co-designed with Detroit youth and their champions, to support Detroit youth and their advocates to transform the education system to meet the needs and aspirations of students.

More information about The Skillman Foundation at: [www.skillman.org](http://www.skillman.org)

All correspondence will remain confidential.