Community Assessment Manager Job Description

The Montgomery County Collaboration Council is the keeper of Montgomery County, Maryland's community well-being indicators for children, youth, and families. Built to translate the vision of the Children's Agenda results into action, these measures are key to tracking progress over time, focusing attention on areas of need, and aligning collective impact initiative's strategies and policymaking.

The Collaboration Council is seeking a full-time *Community Assessment Manager* to maintain these indicators of well-being, lead community-level needs assessments, and support the organization's involvement in collective impact initiatives.

Duties and Responsibilities:

1. Identify, collect, and compile relevant sources of local, state, federal and other data to assess community-level conditions and needs.
2. Analyze, interpret, and report on information related to community indicators, strategic planning, and data trends.
3. Develop and maintain relationships with County data partners to analyze and report on community indicators.
4. Support the Executive Director and Senior Staff in in cross-agency and community partnership efforts by providing data and policy analysis.
5. Manage needs assessments of health care and social services within the community, identifying gaps and strategies toward achieving individual self-sufficiency
6. Prepare materials and reports for the public and elected officials, including *The Children's Agenda Data Book*.
7. Present key information to internal and external partners.
8. Work with the Resource Database Coordinator to assess the reach of programs and services for children and youth.
9. Assist with grant writing.

Qualifications:

- Required minimum of Master's degree in Public Administration, Business, Information Technology, Data Analytics, Demography, Statistics, or related field.
- Required minimum of 3 years experience in management of data analysis, needs assessments/gap analysis, and research in a government, nonprofit, or business setting.
- Demonstrated successful project management experience and analytical, problem solving, and critical thinking skills.
- Strong written and verbal communication skills, including the ability to produce high quality, presentation documents and deliver results to diverse audiences.
- Demonstrated high level skills in using software for statistical analysis, data bases, GIS, and other analytic tools. Strong skills with additional computer applications including presentation graphics, databases, and word processing programs, such as Word, Excel, and PowerPoint.
- Must be able to travel to off-site meetings and occasionally participate in community meetings during evening hours.

How to Apply: Send Cover letter with salary requirements and resume to info@collaborationcouncil.org. Insert "Community Assessment Manager" in the subject line. Deadline for receipt of applications is January 30, 2018.