Governor’s Office of Early Childhood Development
Position Description
Data Analytics Director

The Governor’s Office of Early Childhood Development (GOECD) leads the state’s initiative to create an integrated system of quality early learning and development programs to support Illinois’ vision:

We envision Illinois as a place where every young child – regardless of race, ethnicity, income, language, geography, ability, immigration status, or other circumstance – receives the strongest possible start to life so that they grow up safe, healthy, happy, ready to succeed, and eager to learn.

The Data Manager manages and supports collaborative data projects at the regional, state, and local levels for the PDG B-5 grant.

Reports to: Project Director

Essential Duties and Responsibilities

• Manage all data and analytics projects in PDG B-5 grant, including qualitative research project, data standardization project, and data accessibility project
  o Develop and execute coordinated strategy outlined in grant to support early childhood data standardization and access
  o Provide project management and oversight to identified contractors
  o Engage external stakeholders and advisors to inform successful execution of the projects
  o Provide troubleshooting support through project challenges
  o Coordinate with participating state agencies, including Illinois State Board of Education (ISBE) and Illinois Department of Human Services (IDHS), and relevant data staff
• Provide support on performance measurement and program evaluation elements of PDG B-5 grant
• Develop and manage the data management system for PDG B-5 grant
• Support the Project Director to ensure all data-related grant requirements are met
• Support the grant-related data needs of other GOECD staff throughout PDG B-5 implementation
• Other duties as required or assigned by the Project Director

Qualifications and Requirements

• Bachelor’s degree in Social Science, Statistics, Economics, Public Policy, or equivalent. Master’s Degree preferred.
• Experience with project management, especially projects involving research, data standardization, and data systems
• Experience with performance measurement and program evaluation
• Experience in the development and management of a data management system
• Proficiency in Microsoft Office Suite
• Knowledge of equity and key related concepts including racial disparities, structural inequities, and structural racism
• Must have a background or experience in education or human services; experience in Illinois early childhood systems preferred

**Competencies**

- Commitment to the GOECD’s vision and mission
- Works to operationalize an equity lens, with the goal of eliminating racial inequities throughout the early childhood system; this includes: engaging diverse perspectives, identifying how racial/ethnic and underserved groups are affected by current or proposed policies or procedures, and analyzing how policy or procedures might worsen existing disparities or produce other unintended consequences; will cultivate equitable practices across all aspects of job function
- Strong critical thinking, problem-solving, and analytic skills and attention to detail
- Strong data management skills and understanding of business process workflow
- Ability to manage an external team or group of external stakeholders remotely
- Ability to take on new challenges and manage multiple projects simultaneously with a high degree of accuracy
- Ability to work collaboratively to accomplish projects and meet deadlines
- Exceptional communication skills and ability to convey information clearly to technical and non-technical audiences

Send Cover letter and Resume to: Governor’s Office of Early Childhood Development
c/o GOV.OECD@Illinois.gov