



Manager of Reporting and Dashboards

Job Summary:

The Chicago Cook Workforce Partnership is seeking a Manager of Reporting and Dashboards to join our Program Performance Team. The Partnership is a non-profit organization operating one of the largest public workforce systems in the country, covering Chicago and Cook County. The Partnership administers over \$100M in funding from public and private sources, and oversees a network of more than 90 community-based organizations made up of American Job Centers, satellite sites, and sector-driven centers. The Program Performance Team is focused on monitoring the performance and compliance of these agencies as they carry out Partnership-funded programming.

Responsibilities:

- Uses data visualization software to design and develop visualizations, dashboards, and reports to communicate sub awardee, program, and overall organizational activities, status, and performance.
- Collaborates with cross-functional teams to understand requirements for each program.
- Builds connections to existing internal case management and financial tracking systems to create data visualization solutions that align with those requirements.
- Delivers end user facing solution components – including reports, dashboards, and UI interfaces.
- Prioritizes and implements enhancements and fixes.
- Creates and maintains documentation of data visualization processes, tools, and best practices.
- Performs analysis to identify performance issues, trends, and insights that can be used to inform programmatic and funding decisions.
- Communicates findings and insights to organizational leadership through visualizations, presentations, and reports.
- Trains and supports other staff on data visualization tools and techniques.
- Continuously improves data visualization processes and tools to increase efficiency and effectiveness.
- May oversee staff.
- Performs all related duties and responsibilities as assigned.



Required Skills:

- Proficiency in Power BI, Tableau, or other data visualization software.
- Ability to analyze data, manipulate data, and identify trends and insights.
- Ability to create interactive dashboards.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to function well in a high-paced and at times stressful environment.

Education and Experience:

- 5+ years' experience in data analysis, data science, or business intelligence.
- Bachelor's degree required.

Physical Requirements:

- Frequently required to stand, walk and sit
- Frequently required to utilize hand and finger dexterity using a keyboard
- Frequently required to talk or hear