



DATA ANALYST

ABOUT INGENUITY

Ingenuity was born from a city-wide collective impact movement that coalesced hundreds of arts education stakeholders in solving a complex problem: arts inequities in Chicago Public Schools (CPS). Since 2011, Ingenuity has collected and analyzed CPS school-level data to influence sector-wide decision-making, fuel arts-supportive policies, and identify opportunities for improved resource distribution to all CPS students. Before Ingenuity, coordination among Chicago's arts education sector did not exist.

We lead collective efforts across public and private sectors to launch data-driven frameworks that are helping to close the gap to arts education access in CPS schools. Ingenuity serves as the "connective tissue" between Chicago's arts education stakeholders including small local arts organizations, large cultural institutions, teaching artists, CPS leadership, and the City of Chicago. Together, we advance data-informed decision-making to benefit CPS students.

Along with an active board of directors, outside consultants, multi-year strategic plans, and an annual budget of approximately \$3M, Ingenuity implements its services in partnership with CPS to support the needs of 350,000 CPS students, 650 schools, and 1,200 community arts organizations. Ingenuity drives systemic change in CPS arts education through four interconnected strategies:

- **DATA + RESEARCH:** We collect and analyze data from CPS, the Illinois State Board of Education, and arts organizations. Data are then disseminated through our [artlook](#) data-mapping platform, annual [State of the Arts in CPS Progress Report](#), [quarterly Data Snapshots](#), and Creative Schools Roadmaps that provide comprehensive, real-time insights on arts education staffing, program quality, equity of program distribution, and much more. These data inform, prioritize, and fuel strategies that uplift the arts in CPS.
- **PARTNERSHIPS + LEARNING:** We match local arts partners with CPS schools through data-informed strategies to close the gap in CPS arts education. Our professional learning events and initiatives are relevant and responsive to the evolving needs of arts organizations and educators. Our work also includes personalized coaching and access to data-informed and research-based arts education resources.
- **ADVOCACY:** We uplift arts education access and equity at local, state, and federal levels to advocate for better policies and increased arts education funding. Our work with CPS and the City of Chicago removes barriers to arts education in CPS.
- **INVESTMENTS IN ARTS PROGRAMS FOR STUDENTS:** Since 2013, Ingenuity has provided over \$16M in grants to CPS schools through the Creative Schools Fund. Grants



support teacher-designed arts learning experiences for students, teacher professional development in the arts, and improvements in arts infrastructure/ resources in schools.

POSITION SUMMARY

Ingenuity seeks a detail-oriented individual with strong data analysis skills who is excited about two primary areas of focus for this position: complex data analysis and management and advancing equity and access in arts education for Chicago Public School (CPS) students.

The work is centered on leveraging artlook® (<https://chicago.artlookmap.com>), which is a proprietary system that collects and displays data on more than 1000 community arts organizations and teaching artists (“partners”) and more than 650 Chicago public schools and is critical to Ingenuity's mission.

A successful candidate will be a detail-oriented, strategic thinker who is eager to learn new skills and able to mix abstract reasoning with pragmatic implementation, clearly articulate analytical findings, and field questions with ease. You'll be able to converse in “data speak” to research experts and also translate key data-related ideas to non-data-experts. Additionally, the Analyst will need to be comfortable presenting findings and discussing Ingenuity's data work in front of varying audiences.

Note that Ingenuity conducts its analyses using R (<https://www.r-project.org/>), a language and environment for statistical computing and graphics. The successful candidate must be experienced using R or a similar language and must be willing to learn to code and operate in this environment.

ESSENTIAL JOB FUNCTIONS

Data Collection

The Data Analyst will support data collection by ensuring the most representative possible data are collected each year. The Data Analyst will:

- Help gather and compile administrative datasets from CPS.
- Work with Ingenuity colleagues to engage a large number of schools and arts partners through a variety of methods to provide data to Ingenuity's artlook® platform.
- Develop and implement strategies to improve data collection from both administrative and survey sources.
- Design and update data collection tools as appropriate.
- Develop and help implement clear communications strategies to drive stakeholder participation in all data collection activities.
- Conduct sessions with CPS staff and arts organizations of all sizes to drive engagement with the artlook® platform.



Data Management

The Data Analyst's data management responsibilities will include cleaning, tracking, and updating data sources, compiling them for future analysis, and creating and/or maintaining data documentation. The Data Analyst will:

- Develop and implement new strategies for improving data management, including systems for version control and managing data from multiple sources.
- Assist with a variety of data-cleaning procedures to ensure Ingenuity's data are representative and accurate.
- Work with representatives from all stakeholder groups—primarily schools and community arts partners—to clean all discrepancies between the two stakeholder data sets.
- As appropriate, manage administrative data that supplement data collected annually from schools and arts organizations.
- Write user manuals and technical documentation as needed for system programs and defined technical processes that occur on a regular basis to aid in capacity building and institutional knowledge.

Data Analysis

The Data Analyst will conduct a wide range of quantitative and qualitative data analyses aimed at driving change and improvement in the sector and designed to support Ingenuity and CPS strategic initiatives. The Data Analyst will:

- Plan and conduct analyses used in Ingenuity's annual State of the Arts in CPS progress report and Data Snapshots, including analyzing time trends and conducting new analyses as appropriate.
- Conduct landscape research, lead focus groups, and provide quantitative analyses as needed.
- Regularly conceptualize, develop, and conduct ad hoc analyses of data from a wide range of sources, and especially from artlook®, for a wide range of arts education stakeholders.
- Develop new methods for analyzing arts education data from multiple sources and for communicating actionable insights to Chicago's arts education stakeholders.

Data Reporting

The Data Analyst will report on these analyses through the annual [State of the Arts in Chicago Public Schools](#) data report, [Data Snapshots](#), and other ad hoc reporting for Chicago's arts education stakeholders, both within and outside the organization. The Data Analyst will:

- Plan for and manage production of the annual State of the Arts in CPS progress report and Data Snapshots, including writing, data visualization, and design.
- Develop and implement ad hoc data-based reports, including interactive data visualizations, for a variety of arts education stakeholders in CPS.
- Prepare presentations, case studies, and white papers using collected data.
- Present findings to a wide range of audiences.



QUALIFICATIONS

Knowledge, Skills and Experience

- Strategic and creative thinker who can identify new opportunities, appraise their advisability, and develop recommendations about the nature and scope of data projects.
- Experience with or willingness to learn R (<https://www.r-project.org/>), which Ingenuity's uses for data cleaning, database querying, and conducting analyses.
- Capable of bringing creative and rigorous thinking to ambiguous problems, generating ideas and approaches that address multiple stakeholders' needs.
- Excellent ability to communicate with diverse audiences, including sector leaders, education leaders, and other arts education stakeholders.
- Exceptional, effective and persuasive written and oral communications skills.
- Strong analytical skills.
- Ability to present to diverse audiences.
- Outstanding ability to work collaboratively.
- Strong project management skills and detail-oriented.
- High degree of professional ethics and integrity.
- Demonstrated commitment to anti-racism, diversity, equity, and inclusion practices.
- A strong work ethic and willingness to do whatever it takes to ensure Ingenuity meets or exceeds established goals.

Desired Background

- Accomplished at managing multiple tasks in a fast-paced, creative, and intellectually challenging environment.
- At least 2 years' experience coding in R, Python, Stata, or other statistical analysis program preferable; demonstrated interest in coding / learning to code a must.
- Experience in establishing and maintaining effective partnerships with a wide variety of colleagues that do not have a research background.
- Ideal candidate has a Bachelor's degree in data science, business administration, nonprofit management, public policy, or equivalent. Candidates without a degree who have significant relevant work experience will also be considered.
- Previous lived experience, interest in, or connection to Chicago's arts/arts education, youth development, and/or civic community.

REPORTING RELATIONSHIP

This position reports directly to Ingenuity's Director of Data and Research.

COMPENSATION AND BENEFITS

This is a full-time, salaried position and the salary for this position starts at \$60,000.



Ingenuity offers a generous health insurance and benefits package, matching retirement plan contributions, personal days, and paid vacation and sick time.

A competitive benefits package is provided, including:

- Medical and dental insurance (80/20 split)
- Life insurance*
- Short- and long-term disability insurance*
- Pre-tax Commuter Expense Reimbursement Plan
- IRA retirement plan with up to 3% employer match
- Substantial vacation (accrue up to fifteen (15) days in year 1)
- Two (2) personal days + six (6) sick days per year
- Ingenuity recognizes eleven (11) standard company holidays and up to four (4) optional (flex) holidays chosen by each employee - for a total of up to fifteen (15) paid holidays per calendar year

** Life insurance and short- and long-term disability are provided at no cost to the employee.*

LOCATION AND TRAVEL

Ingenuity's offices are based in Chicago's River North neighborhood. Minimal travel outside of Chicago and may be expected occasionally and may include participation in professional conferences.

COVID STATEMENT

100% of Ingenuity's staff and consultants have been vaccinated and boosted. In the interest of maintaining safety, as well as Ingenuity's ability to continue normal operations and programs, all staff are requested to obtain a COVID-19 vaccine/ booster in accordance with eligibility criteria in advance of their start date.

Ingenuity employees are currently expected to work in the office two days a week (Tuesdays and Wednesdays), with a strong likelihood of adding an additional in-office day TBD. Employees will be given as much notice as possible as expectations change.

EEO AND DIVERSITY, EQUITY, AND INCLUSION

Ingenuity is an equal opportunity employer. Ingenuity encourages qualified candidates of any gender, race, class, sexual orientation, faith, disability, or age to apply, including ALAANA candidates, transgender, and gender non-conforming candidates, as well as candidates from all socio-economic backgrounds. All applicants will be evaluated on a merit basis.

Ingenuity has partnered with the Morten Group (Morten), a Chicago-based consulting firm founded and led by Mary Morten, a leader within Chicago's Black community and an expert in national racial equity work. Since February 2021, Morten has served as our chief thought partner and consultant to establish goals and monitor progress towards Ingenuity's efforts to serve as an



exemplar anti-racist organization that intentionally centers diversity, equity, and inclusion (DEI) through our internal practices and external work.

Now, in phase three of five, Ingenuity is developing an Equity Action Plan that will provide Ingenuity with a tangible and visible roadmap for our equity journey, with metrics and accountability measures. We intend to realign our organizational strategies and tactics according to priorities that surface during this initiative, and upcoming strategic planning for FY23-25.

BACKGROUND CHECKS

As a current Chicago Public Schools vendor, Ingenuity is required to submit annual background checks for all employees.

WORKING AT INGENUITY

Working at Ingenuity means becoming part of a talented team of passionate, smart people who value inclusivity and innovation, are dedicated to Ingenuity's mission, and are always looking for new ways to advance educational equity. We offer a competitive salary and benefits package and a unique opportunity to work with people and organizations in arts education throughout Chicago and beyond. Candidates who possess flexibility, maturity, vision, personal fortitude, and a sense of humor will find it a pleasure to work here.

SUBMISSION INSTRUCTIONS

To apply, please visit <https://www.ingenuity-inc.org/about/get-involved/> and send resume and cover letter to employment@ingenuity-inc.org. Kindly use the position title as the subject line of your email. All inquiries will be held in confidence.

Review of applications will begin immediately and continue until the successful candidate has been selected.