



# Ingenuity

## SENIOR DATA ANALYST

### About Ingenuity

Ingenuity's mission is to ensure that every student, in every grade, in every Chicago Public School (CPS), has access to the arts as part of a well-rounded education. 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. 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.

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 arts teachers, principals, arts organizations, funders, CPS leadership, and the City of Chicago. Together, we advance systemic change in CPS arts education through data and research, partnerships and learning, systems building, advocacy, and direct investments in CPS schools. To learn more about Ingenuity's work, visit our website: [www.ingenuity-inc.org](http://www.ingenuity-inc.org).

### About Ingenuity's Data Work

Ingenuity is the leading arts education data authority in Chicago, collecting data on behalf of the CPS Department of Arts Education and the district. The Data & Research team manages the full data lifecycle: collecting data directly from CPS schools each fall, validating and analyzing these data in the winter, sharing insights through tools and reports in the spring, and collaborating with internal and external stakeholders year-round to activate these findings. The Data & Research team, composed of the Director of Data & Research and the Senior Data Analyst, works closely with the CPS Department of Arts Education and across all Ingenuity program areas. Ingenuity tailors its data tools and publications to a wide range of stakeholders, including principals, teachers, arts organizations, and CPS leadership. See Ingenuity's [Data & Research](#) page to learn more.

Arts education data are disseminated through the [artlook®](#) data-mapping platform, [Creative Schools Certification](#) ratings, the annual [State of the Arts Report](#) and [Dashboard](#), [Data Snapshots](#), and [Creative Schools Roadmaps](#). Together, these tools provide comprehensive insights on arts education access, including staffing, program quality, equity of program distribution, and much more. These data inform, prioritize, and fuel strategies that uplift the arts in CPS.

Ingenuity also leverages arts education data to inform internal strategies, including the [Creative Schools Fund](#) and advocacy efforts. This data illuminates where investments from the Creative Schools Fund can have the greatest impact and provides insights on reach.

In May 2025, CPS launched its [new Arts Education Plan 2.0](#), building on the foundation of the original 2012 plan. Ingenuity's data team plays a pivotal role in implementing this new plan, contributing across multiple strategies to increase both access to and quality of arts education districtwide.

## Position Summary

Ingenuity seeks an individual with strong analytical 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 students.

The work is centered on leveraging artlook® (<https://chicago.artlookmap.com>) and its database, which collects and displays data on more than 400 arts organizations and 600 Chicago Public Schools.

A successful candidate will be a detail-oriented, strategic thinker with a strong curiosity and eagerness to learn, eager to play a pivotal role across the full data lifecycle (data collection, management, validation, analysis, and reporting). The ideal candidate enjoys working with a variety of data sets and collaborating with stakeholders, uncovering insights, and tailoring findings to meet stakeholder needs – even if not all ideas are implemented. This role involves close collaboration internally and externally to deliver actionable insights to a range of stakeholders, including sector leaders, schools, arts organizations, current and potential funders, and board members. The candidate should feel comfortable communicating analyses and findings to non-technical 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 and must be willing to learn to code and operate in this environment.

## Key Responsibilities

### Data Collection (20%)

The Analyst will support data collection through the annual survey and other mechanisms in the [artlook®](#) platform to ensure the most accurate and representative data are collected each year.

- **Data Preparation:** Gather, clean, and wrangle administrative datasets from CPS and other sources to upload into the survey instrument
- **Survey Instrument:** Design and update data collection tools to align with evolving needs
- **Technical Support:** Work with stakeholders on-the-ground, including arts teachers and arts organizations, to troubleshoot any data submission or platform access issues
- **Platform Engagement:** Develop and implement communications strategies to drive stakeholder participation in all data collection activities

### Data Management (20%)

The Analyst will manage the data by cleaning, tracking, and updating the artlook database, compiling sources for future analysis, and creating and maintaining data documentation.

- **Data Audit:** Work with survey respondents during the annual Data Audit to validate the data and conduct data-cleaning procedures, ensuring accuracy and representativeness
- **Database Management:** Maintain and update to the artlook database throughout the year (e.g. school addresses and principal contacts)
- **Technical Support:** Assist artlook users in accessing and navigating the platform throughout the year
- **Process Improvement:** Develop and implement new strategies to strengthen data management, including systems for version control and handling data from multiple sources

- **Documentation:** Create technical documentation for database management and processes

### Data Analysis & Reporting (30%)

The 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.

- **Creative Schools Certification:** Ensure data integrity with calculating and reporting school-level [Creative Schools Certification](#) arts education ratings on behalf of the district
- **State of the Arts:** Lead production of the annual [State of the Arts](#) report, drafting analyses and write-ups, and conducting new analyses as appropriate
- **R Shiny Dashboards:** Build and update various code-based dashboards to present data in actionable and digestible ways to stakeholders
- **Data Snapshots:** Lead and manage production of [Data Snapshots](#), focused analyses into a particular topic that complement the State of the Arts
- **Ad-Hoc Analyses:** Develop and conduct analyses from artlook and other sources to meet the needs of arts education stakeholders across the sector

### Data Activation & Strategy (30%)

The Analyst will activate Ingenuity's data and findings throughout the year, while shaping strategies to advance Ingenuity's mission through evolving data tools and supporting the new 2025-2030 [CPS Arts Education Plan 2.0](#).

- **Data Communications:** Present findings in clear, accessible, and compelling ways to a wide range of audiences with varying levels of data literacy, including Ingenuity staff, arts educators, arts organizations, funders, and CPS leadership
- **Actionable Insights:** Evolve Ingenuity's data tools and publications to ensure that they provide relevant and actionable insights for stakeholders across the arts education sector
- **Arts Education Plan 2.0:** Contribute to data team strategy for sustaining existing and implementing new initiatives aligned with the CPS Arts Education Plan 2.0
- **Ingenuity Programs:** Provide thought partnership and lead strategy on building and strengthening data infrastructure and systems to support other Ingenuity program areas, including the [Creative Schools Fund](#) and [Partnerships & Learning](#)

## Qualifications

### Knowledge, Skills, and Experience

- **Data Analytics:** Strong analytical skills and high attention to detail.
- **Statistical Programming:** Strong coding ability for statistical analyses.
- **Project Management:** Independent project execution.
- **Relationship Building:** Strong relationship-building skills with all stakeholders - CPS leadership, teachers, school leaders, and arts organizations.
- **Communications:** Excellent written and verbal communication skills, and the ability to present and translate data for diverse audiences.
- **Collaboration:** Work closely with internal teams and with external stakeholders.
- **Strategic Thinking:** Identify new opportunities with data products.
- **Data Utilization:** Uses data to monitor and adapt arts education strategies.
- **Technical Proficiency:** Proficient in Microsoft Office Suite.
- **Work Ethic:** Committed to quality work and personal excellence.
- **Emotional Intelligence:** Mature, ambitious, and politically savvy.

- **Lifelong Learning:** Eagerness to keep informed with the arts education sector and data analysis trends, including learning new analytical techniques.

### Desired Background

- Strong analytical and quantitative skills, with 3-5 years of experience in data analysis and coding in R.
- Demonstrated experience managing, cleaning, and analyzing complex datasets.
- Ability to work independently and manage project timelines.
- Experience in establishing and maintaining relationships with a wide variety of colleagues who may not have a data background.
- Ideal candidate has a Bachelor's degree in data science, statistics, mathematics, public policy, or equivalent. Candidates without a degree who have significant relevant work experience will also be considered.
- Demonstrated commitment to anti-racism, diversity, equity, and inclusion practices.
- Previous lived experience, interest in, or connection to Chicago's arts/arts education, youth development, and/or civic community.

Ingenuity recognizes that there is no such thing as a perfect candidate. Even if you do not meet all the requirements for the position, we encourage you to apply. You might just be the candidate we are looking for!

### Reporting Relationships

This position reports directly to Ingenuity's Director of Data & Research and is part of the two-person Data & Research team. The team is one of Ingenuity's four primary program areas (Data & Research, Partnerships & Learning, Advocacy, and the Creative Schools Fund).

### Leadership

**Angela Lin (she/her)**

**Director of Data & Research**

Angela is a passionate believer in the power of data to drive change and is deeply inspired and driven by Ingenuity's mission. As the Director of Data & Research, she oversees Ingenuity's data products, including the management of the artlook® platform and the development of data tools and reports. She enjoys using the R programming language to design tailored data tools to meet wide-ranging stakeholder needs – from parameterized school reports for teachers and principals, to sector-level State of the Arts reports for the district at large, to interactive code-based R Shiny dashboards that allow individual users to explore arts education data across various filters. Through these tools, CPS' data becomes both accessible and actionable, advancing a shared commitment to equity in arts education across Chicago.

Angela is also dedicated to communicating and translating data across different stakeholder groups, believing that data is only valuable when those across the sector can understand and apply the insights to their work. Prior to joining Ingenuity in 2021, she worked as an actuary for Allstate Insurance in Chicago and received her credential as an Associate of the Casualty Actuarial Society.

She holds a B.S. in Statistics and a B.A. in Economics from the University of Chicago, an M.Sc. in Statistics with Data Science from the University of Edinburgh, and is currently a PhD student in Research Methodology at Loyola University Chicago's School of Education.

**Lupe Jimenez-Pinto (she/her)**  
**Chief of Staff**

Lupe Jimenez-Pinto is a mission-driven, solution-oriented strategist, and nonprofit expert with a proven record of creating innovative educational experiences. In her previous role as Senior Director of External Affairs, Lupe returned to her alma mater, Perspectives Charter Schools, where, for a decade, she cultivated an organization-wide passion for social emotional well-being and advancement. Lupe worked diligently as an adept brand and marketing strategist while crafting thoughtful messaging and communications and was instrumental in the successful planning and execution of fundraising activities and community events. She effectively built relationships with community partners, funders, city leaders, and elected officials to further advance the organization's mission. Lupe is skilled at navigating the political and philanthropic landscapes of the city, never hesitating to leverage her relationships to positively impact Chicago students.

Lupe brings her passion for equity in education, strategic thinking, and a fresh perspective to continue advancing our mission. She will develop and support the organization's strategic priorities, and above all, she will empower and expand the groundbreaking opportunities that we offer to schools and youth across the thriving city of Chicago.

Lupe graduated with a BA in Marketing Communications with an emphasis on Public Relations from Columbia College Chicago in 2006.

**Nicole Upton (she/her)**  
**Executive Director**

As Executive Director of Ingenuity, Nicole is responsible for driving the strategic and operational progress toward Ingenuity's mission of ensuring every Chicago Public School student has access to a high-quality arts education. Nicole has been with Ingenuity since 2015, first as Director of Partnerships and Professional Learning and then as Managing Director, prior to becoming Executive Director in February 2022.

Nicole joined Ingenuity from the Chicago Public Schools (CPS) Department of Arts Education, where she oversaw projects, programs, and initiatives for CPS students, teachers, principals, and school community stakeholders. Her focus areas included curriculum, instruction and assessment, professional development, partnership, strategic planning for the arts, and the CPS Arts Education Plan. She works with both CPS and Chicago's arts and cultural community to build capacity, strengthen leadership, and create collaboration and knowledge sharing within and among organizations to bolster existing arts programs and reduce arts deserts across CPS.

Prior to working at CPS, Nicole served as the Senior Director of Education at the Auditorium Theatre of Roosevelt University, where she launched ArtsXChange, a collaborative professional development program for classroom teachers, and directed Hands Together, Heart

to Art, an arts-based summer camp for children who have experienced the death of a parent. She has also worked as a director, stage manager, and high school theatre teacher.

### **Compensation + Benefits**

This is a full-time, salaried position with a salary range of \$80,000-\$85,000.

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

- Medical and dental insurance
- Life insurance
- Short- and long-term disability insurance
- Paid vacation time
- Paid sick time
- Paid personal time
- Twelve (12) standard company holidays per calendar year
- Pre-tax Commuter Expense Reimbursement Plan
- 401K retirement plan with up to 4% employer match
- Funds to support professional development related to work
- Employee Assistance Program

Please note that all employment-related pay and benefits provided to Ingenuity employees are subject to all applicable policies, practices, processes, and legal requirements, including changes to them that may occur from time to time

### **Location + Travel**

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

Ingenuity employees are currently expected to work in the office three days a week (Tuesdays, Wednesdays, and Thursdays).

### **EEO + Diversity, Equity + 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.

In 2020, Ingenuity partnered with the Morten Group to develop our first-ever Equity Action Plan, launched in fall 2022. This living document guides our commitment to Diversity, Equity, and Inclusion (DEI) with clear goals, metrics, and accountability measures.

Since then, we've taken meaningful steps to drive real, lasting change—engaging in staff training, strategic planning, and ongoing dialogue. We've deepened our focus on Shared Leadership, Inclusivity & Belonging, and People & Culture to ensure equity remains at the core of our work. We invite you to explore our progress and join us in advancing a more inclusive and equitable arts education ecosystem. Visit our [website](#) to learn more!

## Background Checks

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

## Submission Instructions

To apply, please send a cover letter and resume detailing your relevant experience and qualifications for this role to [employment@ingenuity-inc.org](mailto:employment@ingenuity-inc.org). All materials will be held in the strictest confidence.

## Hiring Process

After reviewing resumes, selected candidates will move through the following steps:

1. Interview with Director of Data & Research
2. Task Submission
3. Group Interview
4. Final Interview with Executive Director
5. Reference Checks & Offer Extension

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