



108 Church Street, 3rd Floor | New Brunswick, NJ 08901 | 732.640.2061 phone | 732.543.1201 fax | www.newjerseycommunitycapital.org

Senior Impact Analyst

Passionate about groundbreaking community development and mission-driven leadership in a growing organization? Interested in cutting-edge community development, neighborhood revitalization, and developing mission-driven strategies? If so, we want to talk to you!

New Jersey Community Capital (NJCC) is a community development financial institution with a mission to create thriving communities through strategic investments and knowledge. Fulfilling the needs and improving the quality of life of thousands of individuals and families would not be possible without our talented staff and motivating environment. NJCC embraces diversity and equal opportunity in a serious way. We are dedicated to forming a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

Job Overview

The Senior Impact Analyst designs, coordinates and implements initiatives to gather, evaluate and apply data to help define strategy for and illustrate impact of programs and services. The position is part of our External Affairs team and also serves an essential role in supporting the fundraising, marketing and communication, and advocacy needs of the organization. The Senior Impact Analyst also helps benchmark and analyze organizational performance, maintain and ensure the interoperability of data systems, and recommend improvements for accomplishing the strategic objectives of the organization.

Responsibilities

- Continually refine the organization's Social Impact Assessment (SIA) methodology and associated metrics for investments, programs, services and processes across business lines.
- Administer a centralized system and schedule of reporting requirements for all departmental obligations; prepare accurate and timely reports about our impact for our grantors and investors, document and record report methodology.
- Help prepare reports and manage US Treasury certification compliance requirements.
- Evaluate SIA efforts, develop process improvement recommendations and prepare policies for organization to guide required data collection and management and reporting procedures.
- Facilitate ongoing, user-friendly, meaningful and efficient data collection processes across business lines and interoperability of appropriate software platform(s).
- Produce narratives, graphics, documents and collateral communicating the organization's social impact and value at regular intervals and upon request, including the Annual Report, Fact Sheets, press releases and presentations.
- Keep informed of current best practices for social impact assessment and incorporate these approaches into our SIA framework, where applicable.
- Support documentation of progress against the organization's strategic goals and operational objectives.
- Perform research relevant to demographic, socioeconomic, policy/legislative and community development trends.
- Help develop and maintain key strategic relationships with advocacy organizations and allied organizations. Serve as an additional point of contact and represent NJCC at meetings and events, as needed.
- Assist coordination of internal policy discussions, agendas, summaries and action items.

- Assist fundraising and capitalization efforts.
- Compile data and help develop compelling grant proposals, including proposals to the CDFI Fund.
- Assist the Investor Relations Manager with data compilation, analysis and reporting.
- Assist with marketing and communication activities, special event planning, and meeting coordination, as needed.
- Provide general support to the Chief External Affairs Officer and the External Affairs team for overall planning and implementation of key initiatives in External Affairs.

Qualifications

- 3 to 5 years of experience in data collection, management, analysis and reporting. Experience in social impact assessment preferred.
- Strong research skills, preferably designing and conducting research studies, best practices and policy.
- Strong communication skills with demonstrated strength relaying data and information verbally and in writing in a concise, compelling and persuasive manner.
- Superb Excel skills. Experience with Salesforce, ArcGIS, and Adobe InDesign a plus.
- Demonstrated project management and data management experience, preferably in the nonprofit sector.
- Bachelor's degree in a related field; Master's preferred.

Work Location

In the short-term, the position will be primarily working from home due to COVID-related precautions implemented by NJCC. In the long-term, the position will work out of the New Brunswick office located at 108 Church Street.

Work Schedule

Business hours typically run from 8:30 a.m. to 5:00 p.m. Some days may require to work longer to meet important deadlines.

Compensation & Benefits

We offer a competitive nonprofit annual salary based on experience and skills (\$65K – \$70K), as well as a generous benefits package, including health, dental, disability and life insurance after 30 days of service; 401(k) retirement plan after a year of service; flexible spending accounts, including medical, dependent care, and transportation; and 25 paid leave days, including sick and personal days plus 13 paid holidays.

To Apply

If this exciting opportunity appeals to you, please email your résumé to kcastillo@njclf.com and include “Senior Impact Analyst – *Your Name*” in the email subject line.

Check us out at www.newjerseycommunitycapital.org!