

Associate/Project Manager

Employer

Holt, Wexler & Farnam, LLP (HWF) (www.hwfc.com) is a New Haven-based consulting firm that assists Connecticut-area nonprofit organizations, government agencies, philanthropic foundations, and businesses achieve their goals. HWF engages its clients in a process that balances data collection and analysis with dialogue facilitation to provide direction in the areas of strategic planning, program evaluation, fund development, organizational development, and full-service management and support.

Our tagline is "Data • Dialogue • Direction" and it reflects our belief that meaningful strategic direction relies on a balanced foundation of research and stakeholder engagement.

Primary Project

The primary project for this position (approximately 75% of time) is to assume project management responsibilities for **DataHaven** (www.ctdatahaven.org), a community data access project founded on the premises that data is power and access to accurate data can drive improvement in policy and outcomes for communities.¹ Recently accepted as a member of the National Neighborhood Indicator Partnership (NNIP), DataHaven supports a free, web-based database and set of tools allowing easy access to a wide range of data on the Greater New Haven region. DataHaven has incorporated as a non-profit organization overseen by a board consisting of local funders and community leaders. Holt, Wexler, & Farnam manages project implementation. The remaining time will be spent supporting HWF projects, providing data analysis and other assistance as needed.

Responsibilities

HWF is looking for a highly motivated professional to take on Project Management responsibilities for the DataHaven project among other firm projects. Specific responsibilities will include working with the Board and HWF partners to expand the site's utility to and utilization by the greater New Haven community by (1) working with community stakeholders to identify and prioritize data to be collected; (2) collecting, formatting and uploading data to the site; (3) developing new content to provide more context for the data within a redesigned user interface; (4) working with programmers to implement site improvements; (5) developing and implementing plans to reach out to the community and train community members in use of the site.

Additional project work will be determined based on the needs of the firm and the interests of the individual.

Required Qualifications

- Education: Master's degree in related discipline (e.g., Statistics, Data Management, Information Technology, Urban Planning, or Geography), or an equivalent combination of education, training and experience.
- Experience: A minimum of 1 – 3 years of demonstrated related experience.

Additional Qualifications

All potential candidates are welcome to apply, but the ideal candidate will have the following qualifications:

- Enjoys manipulating, analyzing, and interpreting data
- Strong quantitative and logic skills and attention to detail
- Ability to work independently and carefully in a dynamic environment
- Demonstrated ability to initiate, organize, and set priorities in a team environment
- Strong written and oral communication skills
- Ability to work effectively with diverse populations of customers, staff, and community groups
- Interest in/commitment to the use of information and data in building communities
- Demonstrated knowledge and high level of ability operating Windows-based computers and applications, including Excel, Word and PowerPoint
- Knowledge of several or all of the following desirable: MS Access, SPSS, Geographical Information Systems (GIS), php.
- Demonstrated ability to learn new applications as needed

Compensation will be depend on experience and educational level. Send statement of interest and resume to Holt, Wexler & Farnam, LLP - or _____
mail at New Haven, CT

Holt, Wexler, & Farnam, LLP is an Equal Opportunity Employer.

¹ For background on the national community indicators movement, see the National Neighborhood Indicators Partnership (<http://www.urban.org/nnip/>) or the website of the National Community Indicators Consortium (<http://www.communityindicators.net/>)