



## Job Description

<b>Job Title</b>	<i>Data Visualization and Storytelling Specialist</i>
<b>Department</b>	<i>General Fund (Data)</i>
<b>Reports to</b>	<i>Data Strategy &amp; Analytics Manager</i>
<b>Location</b>	<i>Washington, DC</i>
<b>Position Type</b>	<i>Regular, Full-time</i>
<b>Exemption Status</b>	<i>Nonexempt</i>
<b>EEO Classification</b>	<i>0740</i>
<b>Date</b>	<i>December 2024</i>

### **General Summary**

We are seeking a creative and analytical Data Visualization and Storytelling Specialist to transform educational data into compelling stories that inspire action, inform decision-making, and engage diverse audiences. The ideal candidate will combine expertise in data analysis, education, and storytelling to craft narratives that highlight program outcomes, student achievements, and the impact of educational initiatives. This role bridges the gap between data and education, making complex information accessible and meaningful to educators, administrators, donors, and stakeholders.

### **Essential Duties and Responsibilities**

According to the ADA 1990, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Data Analysis and Story Development:**

- Analyze education-related datasets to identify key trends, insights, and opportunities for improvement.
- Develop engaging narratives that highlight program effectiveness, student success, and the impact of educational initiatives.
- Translate quantitative and qualitative data into meaningful stories tailored to educators, funders, and policymakers.

#### **Visualization and Presentation:**

- Create visually compelling dashboards, charts, and infographics using tools like Tableau, Power BI, or similar platforms.
- Design presentations and reports that effectively communicate data insights to a variety of audiences, ensuring clarity and engagement.
- Incorporate storytelling techniques to make data insights relatable and actionable for non-technical stakeholders.

#### **Collaboration and Communication:**

- Partner with education teams, data analysts, and program managers to gather insights and shape impactful data narratives.
- Work closely with communications and marketing teams to align data stories with organizational goals and messaging strategies.
- Present findings to internal and external audiences, ensuring data stories support strategic planning and decision-making.

#### **Content Creation for Education:**

- Develop written and visual content for grant reports, program evaluations, professional development workshops, and donor outreach.



## Job Description

- Craft data-driven stories for newsletters, annual reports, and social media platforms to showcase organizational impact.
- Tailor storytelling approaches to meet the unique needs of educators, students, and community partners.

### **Training and Advocacy:**

- Design and deliver training sessions or workshops for educators and administrators to build data literacy and empower them to use data effectively.
- Advocate for the importance of data-driven decision-making in education through engaging storytelling and presentations.

### **Continuous Improvement and Innovation:**

- Stay updated on trends and best practices in data storytelling, visualization, and education.
- Identify opportunities to enhance the organization's data storytelling capabilities and develop innovative approaches to communicate impact.
- Provide feedback and support to team members to improve data presentation and storytelling efforts.

### **Qualifications**

- Bachelor's degree in Education, Data Science, Communications, or a related field; Master's degree preferred.
- 3-5 years of experience in data analysis, education, or storytelling roles.
- Strong background in teaching, education program management, or curriculum development is a plus.
- Portfolio or examples showcasing data-driven storytelling and visualization projects.

### **Skills and Competencies:**

- Proficiency in data visualization tools (e.g., Tableau, Power BI) and data analysis tools (e.g., Excel, Python, R).
- Strong understanding of education data systems, such as student information systems (SIS) or learning management systems (LMS).
- Exceptional communication and writing skills, with the ability to connect data insights to audience needs.
- Knowledge of design principles for visual storytelling, including layout, color theory, and typography.
- Ability to translate complex data into relatable, engaging narratives for diverse audiences.

### **Additional Requirements:**

- Passion for education and using data to improve student outcomes.
- Strong organizational skills and ability to manage multiple projects simultaneously.
- Ability to work collaboratively across teams and communicate effectively with technical and non-technical stakeholders.
- Familiarity with data governance, privacy regulations, and ethical data practices in education.
- Successfully complete a background check.
- Must be legally authorized to work within the United States.

### **Working Conditions**

The employee will be working in a normal office setting that will include a hybrid schedule.

### **Physical Requirements**

While performing the duties of this job, the employee will frequently sit, stand, walk, and reach. May need to lift files or packages periodically.



## Job Description

### **Other Duties**

This job description is intended to describe the general nature and work performed by employees but is not a complete list of activities, duties, or responsibilities required of personnel. Furthermore, other duties, responsibilities, and activities may change or be assigned at the discretion of the employer.

### **Direct Reports**

No direct reports.

### **Signature**

The employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

