

## **ASSISTANT DIRECTOR/STATEWIDE PARTNERSHIP MANAGER**

DataHaven – New Haven, CT

Full-time

### **ABOUT DATAHAVEN**

DataHaven is a non-profit 501(c)3 organization that has supported state and local government, philanthropic, health care, academic, and community-based organizations for more than 30 years. The mission of DataHaven is to empower people to create thriving communities by collecting and ensuring access to data on well-being, equity, and quality of life. DataHaven is also a formal affiliate of the National Neighborhood Indicators Partnership (NNIP), a collaborative national effort by the Urban Institute and local partners to further the development and use of neighborhood information systems in local policymaking and community building. The organization leads the nationally-recognized DataHaven Community Wellbeing Survey, a program that has completed live, in-depth interviews with more than 50,000 randomly-selected adults in every Connecticut town, and that is guided by an Advisory Council of 300 community data experts across the state. DataHaven's other high-impact products include the Town Equity Reports, Community Wellbeing Index, and detailed data profiles for Connecticut regions, legislative districts, towns, neighborhoods, and populations with specific demographic or lived experience.

### **POSITION SUMMARY**

The Assistant Director will help shape organizational strategy to ensure responsiveness to changing community needs and lead a dynamic set of efforts to deepen stakeholder connections through public events, one on one meetings, data partnerships, and fundraising efforts that align with DataHaven's community impact goals. They will work with staff and external partners to refine and deepen engagement in core programs, especially those listed above. This is a full-time position based out of our office in downtown New Haven.

### **Key Responsibilities**

The Assistant Director will work with our Executive Director, staff, Board, and other stakeholders to:

- Design and implement outreach, engagement, and fundraising strategies;
- Ensure our strategic planning initiatives are responsive to current community needs, changing social and economic conditions, and organizational goals and priorities;
- Engage with community members and data users throughout Connecticut to ensure data products are user-centered, relevant, and high quality;
- Advance the visibility and influence of DataHaven through storytelling, public speaking, media, and participation in a wide variety of statewide events;
- Contribute to the collection and analysis of qualitative and quantitative data about Connecticut communities.

### **Minimum Qualifications**

- Curiosity and love of data;
- Demonstrated experience in nonprofit strategy and management, development and fundraising, and/or public engagement;

- Familiarity with or direct experience using data to inform social policy, public health, urban planning, or non-profit and public sector performance management initiatives;
- Comfort working with residents and community-based or neighborhood organizations;
- Ability to work both independently and collaboratively on multiple projects in a fast-paced, dynamic environment and within tight timeframes;
- Excellent oral and written communications skills;
- Bachelor's degree from a 4-year college or university.

#### **Preferred Qualifications**

- Proven leadership in strategic planning, fundraising, and/or cross-sector collaboration to increase the impact and reach of non-profit programs and activities;
- Track record of building and managing programs that conduct community research and evaluation, especially in partnership with residents, or that expand data access, engagement, and data literacy;
- Aptitude for managing staff and leading group facilitation, training and coaching;
- Demonstrated understanding of and/or leadership activities with the diverse communities that live in Connecticut's urban, suburban, and rural areas, as well as the public and non-profit sectors that serve these areas;
- Bilingual in English and a language common to Connecticut (e.g., Spanish, Portuguese, Arabic, Creole, Mandarin, ASL);
- Strong educational background with graduate-level coursework in fields such as business and nonprofit management, public policy, social work, public health, urban planning, or data science.

#### **ADDITIONAL INFORMATION AND BENEFITS**

Starting salary range is expected to be \$70,000 to \$95,000, determined based on the qualifications listed above. Benefits include a 401k match, generous paid holidays and vacation time, flexible work schedules, and downtown office space in one of the nation's most walkable cities, located 60 miles from New York City and 130 miles from Boston. DataHaven is an equal opportunity employer. We do not and will not discriminate in employment and personnel practices on the basis of race, sex, age, handicap, religion, national origin or any other basis prohibited by applicable law. Hiring, transferring and promotion practices are performed without regard to the above listed items. We commit to affirming the value of diversity and promoting an environment free of discrimination.

#### **TO APPLY**

Please submit your cover letter and resume, via email to [info \(at\) ctdatahaven.org](mailto:info@ctdatahaven.org). Due to our small staff size, we are unable to respond to other inquiries about this position (including recruiters), and phone calls will not be accepted. The cover letter should explain your interest in the position and describe your relevant experience, and describe your potential availability or preferred start date. For best consideration, please apply by 5PM on May 14, 2025.