



Data Analyst

Position: Full-time, Salaried

Location: Hybrid role in Jacksonville, FL

Department: Advocacy

Why You Will Love This Role

Are you energized by turning data into the evidence that proves arts education matters? As a member of CAP's Advocacy & Community Engagement Team, you'll have the opportunity to build the evaluation backbone behind high-quality arts education for thousands of Northeast Florida students. Through data systems and analysis, you'll show exactly how arts education changes children's lives.

Reporting to the Vice President of Advocacy & Community Engagement, you'll design and lead an organization-wide evaluation framework, serve as CAP's primary analytical capacity and partner with the Research Assistant so that together you cover CAP's full data pipeline. This is not just a reporting position, it's an opportunity to advance CAP's research agenda, build a measurement system that grows with CAP and **color outside the lines** in how CAP demonstrates its impact.

The position has an anticipated start date of no later than October 30, 2026.

Your Impact

- **Build the Framework:** Design and implement a unified evaluation framework — including a shared theory of change and logic model, standard outcome indicators and common measurement tools — that applies across all CAP programs, not just individual grants. Align the information needs of program leadership, funders, donors, schools, families and community partners under one framework so program staff collect data once, and it serves many reporting needs. Embody CAP's core value to **color outside the lines** by replacing grant-by-grant measurement with one system built to scale.
- **Turn Data into Insight:** Conduct in-house quantitative analysis — descriptive, trend and comparative — using tools such as SQL, R and Python, drawing on internal program data and relevant external and public data sources, and build dashboards that give leadership and program staff real-time visibility into outcomes across the whole organization. Embrace CAP's core value to **inspire every creative spirit** by making sure every student's growth is seen, counted and understood.
- **Tell CAP's Story:** Oversee organization-wide data reporting and evaluation across all active grants, serve as CAP's primary liaison to third-party evaluators and external research partners such as universities, and translate findings into clear narratives and data-driven recommendations for funders, donors, the board and CAP leadership, always championing CAP's core value to **sing out loud** by making the case for the arts with evidence no one can overlook.
- **Protect What Matters:** Set organization-wide data quality standards, document methodology so the evaluation framework survives staff turnover and scales with growth, and partner with the Data & Survey Coordinator to ensure field-collected data

meets framework standards, **maintaining your creative spark** while making sure every number CAP reports is one it can stand behind.

What You Will Bring

- **Evaluation Expertise:** Experience in program evaluation, applied research or data analysis, including designing logic models, outcome indicators and measurement tools, and ideally leading evaluation for grant-funded programs.
 - **Technical Fluency:** Advanced proficiency in quantitative analysis using SQL, R and/or Python, with experience managing relational databases or data platforms.
 - **Data Visualization:** Experience building dashboards and data visualizations that make outcomes clear at a glance.
 - **Data-Driven Storytelling:** Able to translate complex analysis into clear narratives and visuals for non-technical audiences, including board members, funders and donors.
 - **Research Partnerships:** Experience working with third-party evaluators, university research partners or external data sources.
 - **Systems Mindset:** Superb organizational and project management skills, with strong attention to detail and a drive to build processes that last beyond any single grant or staff member.
 - **Collaborative Approach:** Proven ability to work effectively both independently and across departments to define success in measurable terms and make sure data serves every part of CAP.
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A Day in the Life

- **Data Check-In:** Start the day by reviewing CAP's dashboards and incoming field data, flagging anything that needs a closer look with the Research Assistant.
 - **Focused Analysis Time:** Block dedicated time to clean, analyze and visualize data, or refine a logic model or measurement tool.
 - **Cross-Team Collaboration:** Meet with Program Directors or the Philanthropy Team to align on outcome indicators and the data a grant report or proposal needs.
 - **Partner Engagement:** Connect with a third-party evaluator or university research partner, or present findings to CAP leadership team.
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Core Qualifications & Requirements

- Master's degree in education, social science, statistics, public policy or a related field, or a bachelor's degree with equivalent professional experience.
 - Experience in program evaluation, applied research or data analysis, including advanced quantitative analysis using SQL, R and/or Python.
 - Proficiency with Microsoft Office Suite (Outlook, Excel, Word, PowerPoint) to produce high-quality reports, presentations and other documents.
 - Experience in education, youth development or K-12 school settings preferred but not required.
 - Must pass official Level 2 background screening as outlined by Florida state law.
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Perks & Benefits

- **Competitive Compensation:** The starting salary range for this position is \$70,000-\$80,000, based upon experience. This position recognizes the value you bring to CAP and offers the opportunity for annual merit increases of up to 3% and performance bonuses up to 3%.
- **Healthcare Coverage:** To ensure you and your health are well taken care of, CAP will cover 75% of the premiums in your selected plan for individual medical, dental and vision insurance options.
- **Retirement Planning:** Invest in your future with CAP's 403(b) retirement savings plan, including a CAP match of up to 3%. It's never too early or too late to start planning for retirement.
- **Generous Time Off:** Recharge and rejuvenate with 21 days of paid time off, plus 24-28 paid holidays throughout the year. CAP's flexible schedule allows you to balance your professional and personal life effectively.
- **Commuter Benefits:** Enjoy paid parking in a central downtown location, making your commute easier.
- **Professional and Personal Growth:** After one year with CAP, you'll gain access to additional tenured benefits, including opportunities for professional development to further enhance your skills and career. Personal wellness credits are also offered to support your overall well-being.
- **Family First:** Following a year of employment, take advantage of CAP's paid parental leave, allowing you to focus on your family's significant life moments.

Are You Ready?

If you're energized by turning data into evidence that changes children's lives, and you thrive where analysis meets storytelling, we invite you to apply.

This is more than a data job—it's a chance to be part of something bigger. Join us in shaping the future of arts education in Jacksonville!

Submit in confidence to Lucy Chen (lucy@capkids.org), Vice President of Advocacy & Community Engagement, a resume and cover letter explaining (a) your approach to designing evaluation systems, (b) your interest in collaborating with university professors, and (c) what unique skills or perspective you will bring to CAP's research and evaluation work.

The above description reflects the details considered necessary to describe the principal functions of the job and should not be construed as a detailed description of all the work requirements that may be performed in the job.

The Cathedral Arts Project is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.