ARTS CONNECT
HOUSTON

DATA & ADVOCACY MANAGER
JOB DESCRIPTION

ABOUT ARTS CONNECT

Arts Connect is a collective impact organization that aligns seven primary stakeholder groups including the Houston Independent School District (HISD), the City of Houston, the Houston Arts Alliance, the local philanthropic community, local arts and culture organizations, and state and national partners. Our collective **vision** is to realize the tremendous potential of every student by ensuring the arts as essential to a complete education, recognizing that when students prosper, our community thrives. Arts Connect's **mission** is to unite the Greater Houston community to ensure access to high-quality arts education in creative writing, dance, music, theater and the visual arts for every student. To accomplish our mission, Arts Connect collects actionable data, drives advocacy, builds capacity, and unlocks new investments. Arts Connect believes in education as a path to ensure equity for the wellbeing of all students. We center equity, access and building community power in our work.

Arts Connect's work is driven by our collective values and guiding principles:
Values: Creative thinking, inclusive spirit, open access, and responsive action
Guiding Principles: Student centered, collective decision-making, stakeholder-led, and data driven

POSITION OVERVIEW

The Data & Advocacy Manager's job function is twofold: first, to collect robust data on arts education access in the city of Houston and second, to translate this information into accessible reporting, usable insights, and effective advocacy. The role is a highly dynamic one situated within an ever-growing collective of arts education partners, and as such the position calls first and foremost for quick incisive thinking, entrepreneurial drive, and strategic adaptability.

In their day-to-day work, the D&A Manager will be responsible for maintaining active data collection and stakeholder engagement with the artlook® platform and other data collection efforts led by Arts Connect. This entails coordinating data sharing between HISD and Arts Connect, administrative upkeep and troubleshooting of school and arts partner artlook® profiles, and implementing a teacher survey focused on the fine arts. The D&A Manager also oversees all advocacy needs for Arts Connect, including grassroots organizing, relationship building with key leaders, and ad hoc policy analysis. The successful applicant will have research/evaluation experience in social scientific, nonprofit, or similar settings and will be an outstanding communicator capable of telling compelling stories about the power of the arts and developing tactful, trusting relationships with every member of our collective work.

RESPONSIBILITIES

The Data and Advocacy Manager's key responsibilities include:

- Serve as the main administrator for artlook® Houston. This includes obtaining and reviewing HISD data files on student arts access, helping HISD faculty members establish a survey account, and working with HISD to ensure survey completion for every school. You will be the primary staff person working to manage and maintain Houston's artlook platform. Strong research and problem-solving skills are required, but deep technical knowledge (i.e. a computer science or coding background) is not necessary.
- Collect and analyze student arts access data from HISD for trends and insights relevant to Arts Connect's mission.
- Develop annual data reports tracking the progress of Art Connect's strategic goals as well as other reports on an as-needed basis.
- Deliver data analysis that can be used for strategic decision-making, working group and Leadership Committee meetings, annual retreats, and public communications and presentations.
- Design and implement internal evaluation metrics to track Arts Connect's strategic goals.
- Facilitate the work of Arts Connect's Data Working Group and/or Advocacy Working Group to collectively hone existing work and develop new efforts in these areas.
- Activate arts education research, internal and external, to mobilize partners and diverse stakeholders to advocate for increased arts education opportunities for students.
- Oversee the organization of a grassroots group of parents interested in arts education advocacy.

- Develop and maintain positive relationships with key stakeholders, ranging from HISD Board Members to Houston City Council officials.
- Draft policy memos and policy proposals as appropriate.
- Attend education meetings held by HISD or other major Houston organization's on Arts Connect's behalf, including Board candidate debates during election cycles, HISD Board meetings, and other community gatherings.
- Create content for emails and web pages that keep arts education stakeholders up to date regarding news affecting fine arts access, recent research in the field, and Arts Connect's data and advocacy work.
- Help guide the development of Arts Connect, bringing a creative and critical eye to the development of iterative strategy.

REPORTING RELATIONSHIPS
The Data and Advocacy Manager position is a full-time position reporting to the Executive Director. The Data and Advocacy Manager will have the option to supervise one Arts Connect Fellow per year, depending on organizational need.

LOCATION
Due to COVID-19, all of Arts Connect's work is currently happening remotely and staff may work from anywhere they choose. Once it is safe to resume working in-person, the Data and Advocacy Manager will be required to be local to Houston and be available to work from our offices in the Museum District of Houston.

REQUISITE QUALIFICATIONS
This is an outstanding opportunity to play a critical role in closing the equity gaps in arts education access in Houston. Therefore, first and foremost, the Data & Advocacy Manager must be committed to the vision, mission and overarching goals of Arts Connect and be driven by the mission of arts education equity for all.

Additionally, the successful candidate possesses the following skills:
- Ability to think strategically on both organizational and systemic levels
- Knowledge of basic social statistics and education data systems
- Proficient with Excel as a data analysis tool and with basic survey building software like SurveyMonkey or Qualtrics
- Quick learner able to pick up new skills as needed to solve emerging problems
- Advocacy acumen and understanding of education policies
- Strong facilitation and presentation skills
- Ability to build relationships with a cross-sector range of stakeholders
- Outstanding communication skills
- Comfort with ambiguity and ability to thrive in a fluid, entrepreneurial environment
- Willingness to "roll up your sleeves," to create the framework and implementation of this new and exciting position
- A commitment to equity and justice in educational and organizational work

DESIRED QUALIFICATIONS
Bachelor's degree; advanced degree preferred.
Advanced experience in quantitative social science is a plus.
Familiarity with the arts and/or education community in Houston.

COMPENSATION
The salary range for the position is $50 - $65K, commensurate with experience, and includes a benefits package.

HOW TO APPLY
Please send resume and cover letter to Deborah Lugo, Executive Director, at deborah@artsconnecthouston.org. Applications will be received until April 23, 2021. We will contact those candidates who most closely match our requirements. We thank you in advance for your interest.