



DATA COORDINATOR AND ANALYST

2024-2025 JOB DESCRIPTION

The Opportunity

The Data Coordinator and Analyst will be responsible for creating, maintaining, organizing, analyzing, and reporting data and metrics from various departments in the field and the National Office. This person will help provide key information and insights to various departments to help facilitate better decision making. They will work closely with various leaders across the country. This is a regular full-time MPD position based at the SPO National Office in Mendota Heights, MN.

Mission Reporting and Analytics (50%)

- Responsible for managing mission analytics, including working with mission leadership to determine data needs and adjust where necessary, sending reports and surveys to staff, analyzing and interpreting data, and providing reports for mission leadership and the Executive Team, and Board of Directors, and Regional Advisory boards
- Be available to the Executive Team and other senior/national leaders to collect and analyze data to improve the effectiveness of our mission and the efficient use of our resources.
- Steward the national CREW/ROSTER moves management system.

MPD Data and Process Management (20%)

- Ideate and implement improvements and changes needed in DonorElf, Gift Operations, Smartsheet, and Onboarding/Offboarding processes (etc).
- Steward the MPD Team's Smartsheet Dashboards, spreadsheets, and data analytics and provide reports and analysis as needed.

Other Data Coordination and Analysis (20%)

- Steward the Recruiting Team's dashboards and trackers to ensure that we are moving constituents through the recruiting, placement, and promotion processes.
- Provide reports to the Development team as needed
- Serve other departments as needed.

Personal Mission Partner Development (10%)

- Reach and maintain MPD vision driven goal.
- Cultivate support team during the year through regular communication.

Please submit your resume and cover letter to Lenore Strandt at lenore.strandt@spo.org

The Team

You will be a member of the National Office and work primarily with the Executive Team, Mission Leadership Team, and other National Departments. Your supervisor will be the Director of MPD. You will work closely alongside various leaders in SPO, including the Executive Team, Senior Leadership Team, MPD Team, and Recruiting Team. You will also collaborate at times with other departments in the National Office (e.g, Finance, Gift Operations, Development, etc,) Your role involves collecting and communicating key data and insights to those who are making decisions in the mission.

Candidate Profile

Required Qualifications

- Bachelor's degree or equivalent experience
- Advanced proficiency in Microsoft Excel and Google Sheets
- Ability to troubleshoot and innovate within Excel and Sheets
- Proficient in Microsoft Office
- Strong written and verbal communication
- Strong organizational skills with attention to detail
- Dependable, flexible, and proactive
- Maintains confidentiality and professionalism
- Ability to read, write, and speak English fluently is essential
- Committed to the work of evangelization, discipleship, and living in accordance with the mission and teaching of the Catholic Church

Preferred Qualifications

- Education or training in programming, business, administration, or communications
- Prior experience with SPO
- Prior experience with Mission Partner Development or support-raising

About SPO

Saint Paul's Outreach (SPO) is an exciting national nonprofit that fulfills a crucial need to support and build a more robust Catholic life on America's college campuses and cities. Since 1985, SPO has been working with college students and young adults from across the country.

SPO's model is simple but effective. SPO Missionaries are trained and sent to campuses around the country where they dedicate their time as leaders of the Catholic life on campus and within student SPO Households. Missionaries cultivate relationships with students, inviting them to learn more and go deeper into the Catholic faith.

By inviting students to live with our missionaries in SPO Households, we form small communities of dedicated Catholic young people who encourage each other in their faith. SPO Households provide a comprehensive, round-the-clock Catholic lifestyle through which young adults receive the encouragement of an ardent Catholic community and emerge stronger and more confident in their faith. Many of the young people who participate in SPO not only grow in their faith and remain serious Catholics after college, but go on to evangelize their peers in every walk of life, including many who go on to full-time service to the Church as priests, religious, SPO Missionaries, or other ministry professions.

With up to 90% of young Catholics falling away from their faith during their college and young adult years, SPO is needed more than ever. With a proven approach that reaches thousands of students annually, SPO is working to reverse this trend. We know that in order to establish a way of life that will be sustained beyond college and young adulthood, comprehensive solutions are necessary. SPO has seen tremendous growth in recent years. Currently, we have waitlists for a number of households and new campuses nationwide are requesting an SPO presence. SPO is a nonprofit corporation with 501(c)(3) status, governed by a Board of Directors under the ecclesiastical vigilance of the Archbishop of St. Paul and Minneapolis.

Visit us at www.SPO.org for more information.