



**CIVICS LEARNING PROJECT is looking for a  
Senior Manager of Data and Impact**

***“The best way to preserve democracy is to teach democracy.”***

*Civics Learning Project is a nonprofit organization committed to civics education – to equipping Oregon students with the knowledge, essential skills, and motivation to participate in our democracy. We provide evidence-based, experiential programs that bring both teachers and students together with civic leaders, attorneys, judges, and policymakers to equip K-12 students with hands-on experiences that demonstrate how our legal system and government work. We are a dedicated, passionate, collaborative, and caring team of civic-minded individuals, working with an amazing network of more than 700 volunteers across the state to extend our reach and impact to a growing number of teachers and students.*

## **Position Summary**

The Senior Manager of Data and Impact leads the organization's data, reporting, and impact measurement functions. This role is responsible for ensuring the integrity, accessibility, and strategic use of fundraising, programmatic, and organizational data to support decision-making, demonstrate impact, and advance CLP's mission. This individual will be responsible for measuring and demonstrating the organization's impact - financial and educational - to external audiences, including providing the necessary data - especially as related to SB513 (Oregon Civics Education Act) - for annual publications.

The Senior Manager of Data and Impact reports jointly to the Director of Education and the Senior Director of Development, managing short, medium, and long term impact projects across all areas of the organization's operations. This position oversees CRM administration, data governance, reporting infrastructure, and impact analytics. They produce and communicate key insights for staff, leadership, funders, and the Board of Directors, helping CLP evaluate progress, strengthen operations, and measure both educational and fundraising outcomes.

### **Responsibilities:**

The essential functions include, but are not limited to the following:

#### **Data Management & Organizational Reporting (~30%)**

- Maintain data governance standards, system integrations, data quality controls, operational procedures, and documentation.
- Develop and maintain dashboards, reports, and analytics that support fundraising, education programs, strategic planning, and organizational decision-making.
- Translate organizational needs into effective reporting and data solutions.
- Train and support staff in the use of constituent systems, reporting tools, and data management practices.
- Coordinate with vendors, consultants, and internal stakeholders to support technology improvements and system optimization.

#### **Impact Measurement & Analytics (~25%)**



- Track key performance indicators (KPIs) and analyze program outcomes to measure organizational impact.
- Compile, clean, organize, and analyze program and organizational data for staff, leadership, funders, and board reporting.
- Develop and refine impact measurement frameworks and assessment tools.
- Lead the development and presentation of semiannual and annual impact reports.
- Conduct annual analysis of SB 513 data to benchmark outcomes and support external reporting requirements.
- Support leadership in evaluating progress toward strategic plan goals and long-term organizational sustainability.

### **Fundraising Systems & Analytics (~30%)**

- Serve as primary administrator of Virtuous, including gift processing oversight, volunteer management, and CRM optimization.
- Support fundraising operations through constituent segmentation, donor analytics, workflow management, and campaign reporting.
- Develop reports and dashboards that track fundraising performance, donor engagement, retention metrics (including LYBUNT and SYBUNT), and pipeline health.
- Provide data analysis and reporting to support development campaigns, events, and donor stewardship efforts.

### **Development & Finance Coordination (~15%)**

- Maintain accurate gift and pledge records within the CRM.
- Partner with the finance team to reconcile donor records, gifts, and deposits.
- Provide regular reporting on fundraising pipeline performance and receivables.
- Troubleshoot data and reporting issues related to fundraising transactions and financial reconciliation.

## **POSITION PROFILE**

### ***Required Skills & Qualifications***

- 5+ years of experience with reporting, analytics, systems administration, and data management
- 3+ years of experience managing CRM, fundraising, membership, or constituent data systems
- Advanced proficiency in Microsoft Excel and reporting tools
- Strong analytical, organizational, project management, and communication skills
- Ability to manage confidential information with accuracy, discretion, and attention to detail
- Excellent interpersonal skills with the ability to problem solve effectively and willingness to ask questions and seek assistance as needed
- Ability to work cross-culturally with empathy, sensitivity, and respect
- Commitment to the mission and values of the Civics Learning Project

### ***Desired Qualifications***

- Experience working in non-profit or education sectors
- Experience developing and implementing impact measurement frameworks, program evaluation strategies, and outcomes-based reporting.



- Experience developing KPI dashboards, reporting infrastructure, and data visualization tools.
- Experience supporting donor pipeline management, prospect tracking, and fundraising analytics.
- Experience leading process improvement initiatives and implementing data governance practices.

*Even if you do not meet all of the required qualifications and skills, or do not have experience in all of anticipated responsibilities, we still encourage you to apply. You may have experience and strengths outside of the stated requirements that can make you a great candidate!*

#### **TERMS OF EMPLOYMENT & COMPENSATION:**

- The Senior Manager of Data and Impact will be a full time (40 hours per week) exempt employee of Civics Learning Project.
- Work is generally between 8am and 5pm Monday through Friday with a hybrid schedule: Tuesday and Thursday in our downtown Portland office and other days as needed including some evening and weekend hours to support events. Fully remote applicants living outside the PDX metro will be considered.
- The salary range for this position is \$74,000-\$81,500, depending on qualifications.
- This position offers a competitive benefits package, including medical and dental insurance, long-term disability and life insurance, and a 403(b) retirement plan.
- Employment will be contingent upon receipt of employment eligibility verification and satisfactory background check results, as well as proof of valid driver's license, and automobile insurance.

#### **TO APPLY:**

- Please submit a resume that clearly details your job history, along with a cover letter that reflects how your interests and experience align with CLP's mission and qualify you for the Senior Manager of Data and Impact position to [employment@civicslearning.org](mailto:employment@civicslearning.org).
- Send via email with **Senior Manager of Data and Impact** in the subject line.
- All inquiries will be handled confidentially.
- Position is open until filled, preference given to applications received on or before 27 July 2026

*Civics Learning Project adheres to a non-discrimination policy with respect to employment, educational programs, and activities. Civics Learning Project does not discriminate on the basis of race, color, creed, religion, sex, national origin, age, handicap or disability, sexual orientation, or marital status and has a firm commitment to promote the letter and spirit of all equal opportunity and civil rights laws.*