

POSITION DESCRIPTION

JOB TITLE: Coalitions and Data Manager

DIVISION/UNIT: Community Impact

REPORTS TO: Director, Learning and Evaluation

Employment Period: Start date: April 2026

Salary: \$63,000

Job Type/Wage Category: Full – time/Exempt

To Apply: Please send a cover letter and resume to hr@unitedwaygcr.org with “Coalition and Data Manager” in the subject line by March 27, 2026. Please respond to the following questions in your cover letter:

1. What makes you excited to apply for this job?
2. What experience do you have working with or in coalitions?
3. What are your favorite tools for organizing and analyzing data?

Resumes without a cover letter will not be considered.

About us

For 100 years, [United Way of the Greater Capital Region](#) (UWGCR) has tackled complex social problems around Education, Income, and Health – the essential components of a thriving community. There’s no one way to create lasting, generational change. Instead of just addressing one issue, like hunger or homelessness, we take a 360-degree approach to identify the interconnectedness amongst the most pressing symptoms facing our community. Through granting and investing, capacity building, convening, and co-creation with grantees, partners and the public, we develop and apply innovative solutions to these most promising solutions.

About the position

We are seeking a highly motivated, curious, and dynamic team member to join our Community Impact Department. The Community Impact department sets the key strategies

for community investment and principled grantmaking, as well as leading several social innovation and coalition efforts. UWGCR is a learning organization, one that seeks to be creative, innovative, and continuously learn from our partners and practices to better make the impact we seek. Central to this are our efforts to generate better information and new learning about our community investments so we can adjust and adapt our strategies and so that we are better able to assess the impact of our investments. We see evaluation as a core learning practice in this endeavor.

UWGCR is deeply involved in coalition and collective impact work. As an organization, we convene two coalitions and are members of various others focusing on universal basic income, ending child poverty, strengthening local food systems, and economic wellbeing.

The two coalitions we currently convene and backbone:

- (1) UWGCR co-founded the Digital Equity Coalition of the Capital Region (DECCR) in 2022. DECCR is a network of organizations that have joined together under a unifying vision of digital equity for our community. Our network is comprised of community members, organizations, and institutions who are committed to advancing digital equity through collective impact: learning together, aligning and integrating their actions, collaborating and improving upon direct service delivery, and advocating to achieve population and systems-level change.
- (2) Summer Meals Collaborative (“Collaborative”) is a coalition of 25+ organizations that come together to ensure that kids across the Greater Capital Region are nutrition secure in the summer months. The Collaborative has served over 2.3 million meals since 2013, and the summer of 2026 will be our fourteenth year working together. The Collaborative is inspired by [collective impact strategies](#) and UWGCR serves as the container for change (evolution of the backbone partner).

In addition, the position will support the data analysis and data management needs of the Community Impact Department. This is an exciting time to join UWGCR. Through several

grant programs that UWGCR oversees, this role will help to shape how we collect, analyze and share data not just with our grantees but also within the wider Capital Region community of not-for-profits, philanthropy, local government and corporate partners.

Roles and Responsibilities

It is anticipated that 50% of the time will be allocated to digital equity coalition management and 50% of the time to support other coalitions and data analysis and management. This is an overall allocation (through the year) and not based on hours per week.

Digital Equity Coalition Management

This role will function as the DECCR Coordinator. DECCR has never had a dedicated Coordinator and there is space to grow this role. It is anticipated that the roles and responsibilities will include:

As DECCR Coordinator:

- Strategize and coordinate the planning and implementation of DECCR Annual Work Plans
- Initiate and set goals for digital equity and inclusion efforts at the coalition level.
- Organize, direct and coordinate various priorities and programs for DECCR. Manage activities to achieve the Coalition's goals and objectives as they relate to access to internet, access to digital, digital inclusion, and digital literacy.
- (re)Connect with organizations focusing on digital inclusion (access, devices and skills) across the 8 counties of DECCR. Recruit members to the Coalition, help to restart working groups
- Update and keep updated the Asset Inventory for Digital Equity
- Assist with communication across the Coalition and within the Capital Region digital equity ecosystem inclusive of emails, newsletters, website updates, and social media
- Support the grant-making work of DECCR. Convening the Grants Committee, publishing RFP, supporting the Review Committee, notify applicants of award decisions, collect documentation from grantees (award agreements, reports, data, etc)
- Drafting monthly updates of Coalition work

- Provide logistic support for meetings and other Coalition-wide events
- Provide support to member engagement
- Ensure that Coalition partners who receive UWGCR grant funding are fully prepared by organizing kickoff meetings for grantees

General Coalitions Support

This position will work closely with the Director of Learning & Evaluation to support additional coalitions that UWGCR facilitates. General coalitions management for UWGCR includes:

- Organizing community events to engage the community with the work of the Coalition, raise awareness, and/or recruit members to the Coalition
- Agenda setting for coalition meetings
- Oversee monitoring and reporting functions for the Coalitions
- Research data sharing/data dashboards for Coalitions
- Participate in fostering open-mindedness and a culture of learning – including learning and evaluation activities to guide the evolution of programmatic work – seeking to continually ask hard questions, gather independent and rigorous data and evidence about the effectiveness of the Collaborative’s strategies, and help adapt practice as needed
- Other duties, as assigned.

Data Analysis and Management

The position will support the analysis of both the qualitative and quantitative data from grant partners, [ALICE data](#) and assist in developing UWGCR’s Community Impact Report.

- Collaborate with the Director of Learning & Evaluation on developing evaluation metrics and indicators for the Community Impact Results Framework
- Facilitate, gather, evaluate, and analyze grant reports.
- Analyze data on demographics, agency trends, and other available information to inform our work.

- Support data analysis, data management and reporting on indicators and included aggregated data into our Annual Community Impact Report
- Data visualization and/or data dashboards on achievement towards UWGCR Community Impact Results Framework outcomes
- Analyze ALICE data and develop ALICE presentations that tell the story about financial hardship in New York and the Capital Region.
- Support UWGCR Annual Advocacy Agenda development with data and research
- Research, study, and become knowledgeable about community engagement, consultation and gathering and responding to feedback.
- Other data support duties as assigned.

Requirements

- Bachelor's degree in a relevant field of study (e.g., Public Policy, Public Health, Social Sciences, Computer Science, Information Science and/or Non-Profit Management) and at least 8 years of experience, or a Master's degree in a relevant field of study and at least 5 years of experience, or 10 + years of experience in the areas outlined in the Roles & Responsibilities section
- Experience working in and with Coalitions is a plus
- Experience organizing a diverse cross sector of organizations, community members, funders, and stakeholders
- Experience with data analysis and analyzing data from multiple different sources (i.e., not standardized).
- Passionate about digital equity and improving lives of residents
- Proficiency in program analysis and outcome-based evaluation a plus
- Experience working/interning in the non-profit social justice sector and/or philanthropic sector in the Capital District.
- A strong understanding of how to apply equity analyses to strategy
- Outstanding analysis and collaboration skills
- Experience working closely with communities that have been historically marginalized in systems that affect their lives.

- Strong communications skills – strong active listening skills, excellent verbal and written skills, strong public presentation skills.
- Superb analytical skills and ability to strategize, plan, prioritize and identify/assess opportunities, challenges and institutions with which to engage.
- Ability to engage with a broad variety of stakeholders and in coalition with others; openness and curiosity about new approaches and different points of view.
- Willingness to participate constructively on organizational priorities beyond the immediate focus of this portfolio; comfort with institutional change and periods of ambiguity.
- Written and oral fluency in English.
- Direct experience engaging in systems change initiatives is a plus.

Alignment to culture and values

- Possess a passion for UWGCR’s mission and vision and core values of equity, openness, collaboration, compassion, integrity, accountability, superior performance, and urgency
- Be an individual of integrity, ethics, values and who has the experience and discretion to safeguard the interests of individuals and community partners.
- Exercise initiative, flexibility, judgment, discretion and sound decision-making practices.
- Personal qualities of humility, capacity for self-reflection, and a sense of humor
- Discretion and ability to handle confidential issues
- Action-oriented and entrepreneurial self-starter who can work well independently and in teams

Functional Proficiency:

- Ability to effectively work with people and processes to meet organizational objectives.
- Ability to work with small and large groups and with diverse stakeholders and backgrounds.

Computer Skills: Must be proficient in Microsoft Office (i.e., Excel, Outlook, PowerPoint, and Word), SharePoint, team/knowledge sharing tools, etc. Survey tools (Survey Monkey, Google Forms, etc.) and analytical software preferred. Experience using Canva is also a plus. Ability and willingness to learn new computer/technology skills.

License/Certification: Valid New York driver's license, proof of insurance, and vehicle required. Use of own vehicle to attend meetings with community leaders and volunteers.

Work Schedule & Location: Monday - Friday, variable hours and may include some evenings and weekends (with notice). Use of flex time is encouraged.

Our office is in downtown Albany within [The Blake Annex](#), which is a wonderful co-working space with over 17 dynamic non-profits in our community. The position will be based out of the UWGCR office and working in person is expected. This position does support a hybrid work schedule.

SPECIAL MENTAL OR PHYSICAL DEMANDS:

- Travel around the Capital Region required.
- Ability to lift 30lbs.
- Must be authorized to work in the U.S.

United Way of the Greater Capital Region is proud to be an equal opportunity workplace and is an affirmative action employer committed to maintaining a culturally diverse work environment that reflects the makeup of the communities we serve. People with diverse personal experiences are urged to apply.