

# Managing Director, Urban Analytics

## Position Description

The Managing Director of Urban Analytics plays a pivotal role in leading and advancing analytical capabilities to drive informed decision-making in advocating for and creating equitable, sustainable, and resilient neighborhoods. This key leadership position will contribute to our mission by utilizing data-informed insights to influence strategic initiatives, policy advocacy, and community-driven programs.

The Urban Analytics team serves as CNT's analytical arm, offering vital support to both CNT's programs and mission-aligned partners. This position will lead a team of seasoned staff with diverse backgrounds in physics, public health, urban planning, environmental justice, computer science, and full stack web design. This team has led projects related to transportation equity, air quality and the development and maintenance of CNT's acclaimed tools (i.e. H+T Index, AllTransit, ETOD tool, Urban Flooding Baseline, and the Green Values Calculator). The team's core competencies and skills cover a wide range, including GIS and statistical analysis, data visualization, and user experience skills for creating effective web tools and print materials including the management and maintenance of the technical infrastructure needed to support our projects.

## Principal Duties and Responsibilities

- Oversee programmatic aspects, ensuring the successful delivery of analytical support to CNT programs and external partners.
- Manage project budgets, oversee expenses, and ensure alignment with financial goals.
- Lead a high-performance team of analysts and data scientists.
- Design research-based analyses, marrying qualitative and quantitative data into actionable research products.
- Leverage research data to understand underlying trends, troubleshoot assumptions, and verify data validity.
- Develop and conceive analytical tools, to drive and support research and policy efforts.
- Establish and maintain relationships with community-based organizations, universities, and stakeholders.
- Contribute to fundraising efforts for CNT, by cultivating relationships with donors and government agencies.
- Build and nurture collaborative partnerships with community-based organizations, government agencies, and academic institutions to enhance the impact of urban analytics initiatives.
- Represent the organization in relevant forums, conferences, and collaborative efforts within the non-profit sector.
- Work closely with community stakeholders to understand their needs, ensuring that urban analytics efforts address and benefit the communities we serve.
- Foster transparency and open communication with community members regarding the use and impact of analytics in urban development.

## Principal Duties and Responsibilities (continued)

- Collaborate with other managing directors to develop cross-functional projects and drive proposals.
- Engage in forecasting with MDs and CEO to estimate project completion within specified timeline.
- Manage a professional development budget for outings, education, and activities.
- Demonstrate commitment to CNT's mission, values, and JEDI principles.
- Create a collaborative and inclusive work environment that encourages innovation, professional growth, and the pursuit of excellence.
- Participate in CNT's strategic planning process (currently planned for early 2025) by leading the development of CNT's long-term data and analytics vision and priorities.
- Bring a forward-thinking approach to the table, appreciating the importance of emerging technologies, data analytics and evidence-informed policy.
- Shape the narrative surrounding CNT's analytical work, effectively communicating its impact and relevance, and positioning CNT as a local leader in data analytics related to transportation, housing, and climate priorities.
- Spearhead efforts to enhance the visibility and impact of CNT's flagship tools and attract funding for updates and maintenance ensuring long-term relevance.
- Leverage CNT's popular tools and explore innovative revenue streams, such as subscription models.
- Embed CNT's commitment to equity and racial justice within UA's data and analytics projects.

## Position Requirements

- Bachelor's Degree with 11-12 years experience or master's degree with 9-10 years experience in Urban planning, Data Science, Analytics, Policy or a related field.
- Proven experience in team management, programmatic oversight, and mentorship.
- Strong analytical skills, with proficiency in GIS-based software, data visualization platforms and/or statistical programs or programming languages.
- Demonstrated ability to lead collaborative projects and partnerships with community-based organizations.
- Excellent communication and interpersonal skills; strong ability to engage with internal and external stakeholders.
- Budget management experience, with a focus on aligning spending with project goals.
- Familiarity with technology usage in the non-profit sector and an understanding of mixed-method research and the ability to leverage qualitative and quantitative data.
- Creative thinker with the ability to generate innovative solutions.

## Position Requirements (continued)

- Experience leveraging data products to inform policy or action.
- Commitment to forming authentic partnerships with community partners and frontline organizations and co-developing analytical products that advance environmental justice priorities.

The above is not intended to be an all-inclusive list of the duties and responsibilities for this job, nor is it intended to be an exhaustive list of the skills and abilities required to do the job. Rather, it is intended to describe the general nature of the job. Employees may, from time to time and on an as-needed basis, be required to perform duties outside of the responsibilities listed here.

## Salary and Benefits

The salary for this position starts at \$115,000, negotiable based on skills and experience.

CNT offers 20 vacation days, 12 holidays, 10 sick days, and 2 personal days annually, and a competitive benefits package. We respect life-work balance and are supportive of staff with families. CNT permits a flexible work from home practice and will maintain a flexible schedule in the long term. CNT expects all staff to be vaccinated against COVID-19 or be willing to become vaccinated after their hire.

*Employment Policy:* It is the policy of CNT that all employees are employed at the will of CNT. Continued employment is subject to funding availability and job performance.

*Anti-Discrimination Policy:* CNT is an equal opportunity employer that does not discriminate against any employee or job applicant based on race, color, national origin, religion, sex, sexual orientation, gender identity, age, disability, veteran status, or marital status. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, termination, promotion, transfer, layoff, leaves of absence, compensation and training.

## How to Apply

We are viewing resumes on a rolling basis. Please send cover letter and resume to:

Andrea Ruiz  
Center for Neighborhood Technology  
17 N State, Suite 1400  
Chicago, IL 60602  
or email to [aruiz@cnt.org](mailto:aruiz@cnt.org)

Please write "Managing Director, Urban Analytics" in the email subject line. No phone calls please.

## Diversity Policy

The Center for Neighborhood Technology believes that the diversity of the communities in which we operate is a fundamental strength of our country. Our mission is best fulfilled when we embrace diversity as a value and a practice. View CNT's diversity policy [here](#).



CNT was founded in 1978 to organize residents to challenge harmful environmental practices with a socio-economic lens. Our founders believed in tackling issues directly within communities to elevate residents' living standards and economic opportunities, in partnership with the people who lived there. Since then, we have expanded our work to include equitable transportation systems, inclusive housing strategies, and data informed decision making. Our core capabilities include:

## **+ Analysis**

We are known for rigorous, interdisciplinary analysis of urban and regional problems, both quantitative and qualitative.

## **+ Engagement & Empowerment**

Our staff collaborates with local partners and government leaders, empowering them to improve communities both independently and alongside public institutions.

## **+ Innovation**

We deliver data-informed policy, financial, and technological solutions, leveraging cutting-edge tools and insights to drive impactful change.

## **+ Community Collaboration**

We partner with you to recognize gaps in service and devise innovative strategies to address challenges we discover jointly.

Our bottom-up, data-informed approach to problems produces evidence-based solutions. CNT helps support the creation of equitable, sustainable, and resilient local governments and communities through innovative analysis and solutions. We are proud to be known for building sophisticated data tools, developing online resources to make findings usable, and creating common-sense approaches to planning and sustainable development.

For more about our work see our [overview & capabilities](#).