



POSITION TITLE: Community and Impact Analyst  
SUPERVISOR: Director of Policy, Impact, and Innovation  
STATUS: Exempt

## About Us

Founded in 1974, cdcb | come dream. come build provides safe, sanitary affordable housing to the citizens of South Texas, and is one of the largest non-profit producers of single-family housing for homeownership in Texas. cdcb is a multifaceted affordable housing organization devoted to utilizing collaborative partnerships to create sustainable communities across South Texas through quality education, model financing, efficient home design, and superior construction.

Our dedicated team members work to improve the lives of low to moderate families and individuals to grow wealth and improve families educational, housing, and financial security. We offer industry competitive compensation, excellent benefits with a five-decade old firm. cdcb is an inclusive and exciting work environment. We are looking for a knowledgeable and self-motivated individual to join our team.

## Summary

The Community and Impact Analyst is responsible for creating and maintaining data profiles, managing data collection efforts, organizing data, assisting in communicating data-driven information to broader audiences, and building connections with wider community to best ground cdcb's data analysis.

## Duties and Responsibilities

- Create and maintain updated community data profiles
- Create and maintain updated client data profiles
- Synthesize/sort internal data on home ownership, rental assistance, and other program impacts
- Synthesize/sort external data sources including the U.S. Census and other sources
- Develop technical infrastructure to organize and sort data and make it useable
- Relatedly, maintain updated and accessible internal metrics tied to client profiles and program outcomes.
- Develop compelling visual representations of data to be used in presentations and policy reports
- Organize, incorporate, and oversee data collection efforts in wider community including but not limited to surveys and other collection practices.
- Utilize data findings to assist the Director of Policy in proposing grants, programs, and new initiatives.

[www.cdcb.org](http://www.cdcb.org)

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- Utilize data findings to assist the Policy Analyst in crafting fact sheets and policy papers
- Supports the grant writer with relevant data for grant proposals as well as in tracking impact and completing reporting requirements
- Maintain knowledge of local dynamics and contexts that affect clients, including developments related to housing affordability, economic opportunity, financial well-being, and wealth building.
- Assist the Director of Policy to design and build processes that align with best practices.
- Carry out additional duties as assigned.

#### Required Qualifications, Skills and Experience

- A bachelor's degree or higher; and at least 1- 2 years related experience and/or training; or equivalent combination of education and experience.
- Experience with both data collection and community outreach.
- A working knowledge of non-profit operations, Crafting grant applications, and local policy
- Exceptional writing and verbal skills;
- Ability to think critically and connect the dots between important details and big picture
- Strong organizational skills; word-processing, spreadsheet, and internet skills; and the ability to work as a team player.
- Demonstrable awareness and sensitivity to the needs of the populations we serve.
- Sensitivity to the delicate balance between cultivating useful data AND keeping the human context of our clients front and center.

#### Supervisory Responsibilities

- N/A

#### Compensation and Benefits

- Salary –Based on Experience
- Bonus – Based on production goals met
- 100% of premium for health, vision and dental benefits paid by cdc b.
- Life Insurance
- 401K retirement plan (no match required)
- 11 paid holidays
- Vacation Days - Based on Length of Service
- Personal Days - Based on Length of Service

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To apply submit resume, cover letter to: [ksaldana@cdc b.org](mailto:ksaldana@cdc b.org)

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