POSITION OPENING: **Data & Analytics Associate**
LOCATION: Washington, DC – Remote work arrangements and alternate schedules may be considered
SALARY: Commensurate with experience

Stewards of Affordable Housing for the Future or SAHF is a nonprofit collaborative of thirteen nonprofit affordable housing providers who own more than 149,000 affordable rental homes across the nation. SAHF members are committed to the long-term affordability, sustainability and expansion of rental housing that makes a difference in people's lives. **Our mission is to advance the creation and preservation of healthy, sustainable affordable rental homes that foster equity, opportunity, and wellness for people of limited economic resources.**

SAHF and its members are a dynamic team focused on learning from and applying on-the-ground experience to systems change and to advancing more effective and equitable policy and practice. We collaborate to expand, innovate and scale business and mission opportunities and policy change. SAHF members are also committed to measuring their impact, leveraging data to evaluate outcomes to foster new partnerships and initiatives. Our recent *Impact of Home* report details some of this work. SAHF's commitment to measuring impact and a growing body of resident outcomes and property data demonstrates that affordable homes built and operated by SAHF members add value to communities and improve resident lives for the long-term.

SAHF has long recognized the importance of building and operating housing that is energy- and water-efficient and provides a healthy living environment. SAHF's work in this area has a heavy emphasis on energy and water conservation as well as approaches to climate change mitigation, resilience, and healthy buildings. Property-level data collected includes energy and water benchmarking data, green building features (including, but not limited to green building certifications and energy efficiency upgrades), and climate change risks. SAHF members have led the field in committing to reducing energy and water consumption and the collaborative recently achieved a goal of reducing portfolio-wide consumption by 20% under our Big Reach initiative. As the Big Reach formally concludes, SAHF members will be exploring a commitment to lowering greenhouse gas emissions, also known as decarbonization.

JOB DESCRIPTION:

The Data and Analytics Associate coordinates SAHF's data collection and analysis efforts to help us communicate the positive impact of high-quality affordable housing on resident lives, community development and the broader environment and climate. This involves collecting and integrating data from different sources and different member organizations, as well as data cleaning, analysis, and visualization. SAHF manages three primary sources of data collection: (1) our property survey, which collects property-level characteristics and financing details of the SAHF member portfolios, (2) our Resident Outcomes Initiative, which aggregates data on resident outcomes and well-being, and (3) our energy and water data, which tracks SAHF member work on building retrofits and integrates third-party data on energy & water usage and efficiency. The associate will work on integrating and aligning these three datasets, as well as proactively seek out applicable external datasets for benchmarking purposes. In particular, the associate will assist with SAHF's energy and water sustainability work, such as engaging with SAHF members on the creation of a decarbonization roadmap and driving the implementation of data collection and analysis, in partnership with internal and external stakeholders.

The successful candidate will also assist in the design of future data collection and analysis efforts with a focus on improving quality and developing systems to support longitudinal analysis. SAHF anticipates transitioning to a data management/database system; experience with database design and maintenance is a plus. The associate will interface

with staff in various member organizations and with different teams within SAHF; therefore, candidates should have the ability to navigate the needs of multiple end users and translate data requests, analyses, and visualizations to varied audiences. Candidates must also have the ability to manage and prioritize multiple assignments, work independently, show good judgment and seek out support or guidance where appropriate.

Responsibilities include:
- Regularly review and revise collection instruments and data dictionaries for SAHF's annual member property survey, energy efficiency tracking, resident outcomes evaluation, and other on-going data collection efforts;
- Develop protocols and tools, such as validation rules, to support data collection, aggregation and analysis;
- Continually explore and implement ways to improve and harmonize SAHF's data collection efforts to maximize efficiency and minimize the burden on SAHF members;
- Work with members to understand and help improve their data collection efforts;
- Identify and integrate relevant data from external/third-party sources, such as EPA's Portfolio Manager, EnergyScoreCards, and HUD databases. Clean and integrate this third-party data into consolidated databases, using appropriate methods to maximize data quality and integrity. Work with members to effectively access, use and share information from these sources;
- Prepare standard and customized charts, maps, and graphics for SAHF's website, standing reports, and specialized presentations to visually communicate the significance of SAHF's data and programs to a variety of audiences, such as funders, partners, and policymakers.
- Other projects, especially of an analytical nature, as assigned.

Required skills and experience:
- Bachelors degree or equivalent experience (5+ years) required;
- Strong skills with Microsoft Excel and Office products, as well as other database and data analysis software. Experience with Access, Tableau, R, and/or ArcGIS is a plus;
- Strong statistical and communication skills and customer service orientation;
- Excellent data visualization skills, project management skills, and attention to detail;
- Demonstrates initiative and curiosity;
- Committed to SAHF's mission.

SAHF is committed to a diverse and inclusive workforce and encourages all candidates, especially those who have been historically underrepresented based on race/ethnicity, age, disability, sexual orientation, gender, socioeconomic status, citizenship status, or religion, to apply. On a daily basis, we are committed to our core values of Respect, Diversity and Inclusion, Collaboration, Stewardship and Integrity. You can learn more about us on our website.

Please submit a resume and cover letter which addresses the required qualifications to **jobs@sahfnet.org. Incomplete applications will not be reviewed.** Due to the volume of applications usually received, we regret that we cannot individually respond to all candidates.

SAHF is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.