



National Association of Counties

Program Director, Analytics Job Description

The National Association of Counties (NACo) in Washington, D.C., announces an opening for a Program Director within the newly created Counties Futures Lab.

The NACo Counties Future Lab brings together leading national experts to examine and forecast the trends, innovations and promises of county government with an eye toward positioning America's county leaders for success. Focusing primarily on pressing county governance and management issues — and grounded in analytics, data and knowledge sharing — the Lab delivers research studies, reports and other actionable intelligence to a variety of venues in collaboration with corporate, academic and philanthropic thought leaders to promote the county government of the future.

Primary Duties and Responsibilities:

This position has overall responsibility for management, quality control and on time delivery of updates of the County Economies series, County Explorer and other types of analytics projects of the Counties Futures Lab. In cooperation with the Managing Director of the Counties Futures Lab, the Program Director will:

- Act as lead for NACo's [County Explorer](#) maintenance, expansion and upgrades both in terms of datasets and functionality;
- Conduct demos and presentations on the use of County Explorer with different audiences;
- Lead NACo's efforts on the monetization of County Explorer subscription feature and/or other analytics packages;
- Act as lead for NACo's [County Economies](#) annual series report, individualized county profiles and interactive maps;
- Supervise timelines and quality control of deliverables such as market trend analyses, estimates for policy research, analytics conducted for internal and external partners under the Counties Futures Lab brand;
- Author and co-author NACo research reports, short data analyses, and County News articles;
- Identify emerging trends on issues of interest to counties and use the information to design and launch new analytics products;
- Build and guide multiple thought leadership networks across NACo membership, NACo affiliates, federal government, think-tanks, academia, corporations, media and philanthropic thought leaders;
- Represent NACo in meetings and at conferences.
- Deliver presentations for both internal and external audiences on NACo and county issues.



- Work with the Public Affairs Department and other NACo colleagues to coordinate the distribution of the Counties Futures Lab content;
- Manage the Counties Futures Lab staff and contractors working on data and analytics projects;
- Delegate work assignments, hire interns, train and mentor permanent and temporary staff;
- Manage the budget of County Explorer and other analytics projects, review expenditures and allocate financial resources;
- Improve internal systems with an eye toward future needs and budget realities;
- Organize or assist in the organization of events, forums, Google Hangouts, Facebook Live interviews on thought leadership topics of interest to counties;
- Participate in the creation and implementation of Counties Futures Lab fundraising strategy;
- Provide staff support for NACo advisory committees and affiliate organizations, as assigned.

Qualifications: The ideal candidate for this position will have significant experience in data analytics and trend reports for policy research, the ability to create persuasive narratives and easy to use visualizations and demonstrated experience in managing a team.

Qualifications include:

- A BA/BS degree in economics, computer science, mathematics, public policy, political science or a related field, graduate degree preferred
- 7-10 years of full-time work experience, including at least three years' experience managing a team
- Strong track record of data analytics projects, preferably in a policy/think-tank environment or media-friendly
- Project management skills, ability to deliver on time working with multiple projects
- Excellent coding skills in STATA, SAS, R. Experience with JavaScript, jQuery is a plus
- Attention to detail, strong data analysis and ability to write data analysis results for a non-technical audience
- Familiarity with federal data at lower levels of geography
- A demonstrated capacity to present and communicate effectively with non-technical audiences
- Proven experience working with state and local elected officials
- Ability to remain focused in the face of pressure, deliver against timelines
- Experience with presenting at conferences
- Experience with fundraising from corporations or providing fee-for-service analytics
- Knowledge of local government issues, preferred



Application Procedures:

Persons interested in this position should submit a resume, writing sample and cover letter with salary requirements to: resumes@naco.org

In the cover letter, please discuss specifically **your track record in delivering analytics projects with policy and/or media impact and managing a team.**

NACo is an equal opportunity employer and encourages minorities, women, persons with disabilities and veterans to apply. It also offers an outstanding benefits package and a smoke-free work environment.