Title: Data Analyst & Alumni Tracking
Organization Name: Elevate Academy Network
Department/Division: Operations
Reports to:
Location: Caldwell, Idaho (with statewide travel as needed)
Employment Type: Full-Time
Salary Range: $50,000-$60,000

About Elevate Academy Network

Elevate Academy Network is a growing network of career-technical public charter schools across Idaho dedicated to **re-engaging students in their education and preparing them for college, career, and life.** We serve students who thrive through *relevance, relationships, and rigor*, providing hands-on, career-connected learning that equips them with both academic and technical skills.

Our mission extends beyond graduation. We believe that success means preparing students for meaningful futures. Tracking that success over time helps us make sure we are continuing to deliver high quality opportunities for all of our students. The Data analyst & Alumni Tracking Specialist plays a critical role in ensuring that Elevate fulfills its promise to students long after they leave our classrooms.

Vision of Excellence

The **Alumni Tracking and Data Specialist** will lead efforts to collect, analyze, and report data on student outcomes before and after graduation. This will include, academic, discipline, attendance, teacher and student retention, career placement, certifications, and military service and college enrollment/retention. Reporting to the **Chief Operating Officer (COO),** this role will develop systems to monitor all progress, maintain contact through relationship-centered outreach, and generate actionable insights that guide Elevate's academic and CTE programs.

The ideal candidate combines data expertise with relational skills — someone who values accuracy, storytelling through data, and connection with former students to measure real-world impact.

What You Will Do

- Design, implement, and manage systems for tracking all outcomes across Elevate campuses.
- Maintain an alumni database and contact management system.

- Collect and analyze post-graduation data, including employment, certification, military, and postsecondary enrollment.
- Collaborate with school leaders, counselors, and CTE instructors to ensure accurate reporting and follow-up.
- Develop and distribute alumni surveys and communication campaigns.
- Produce quarterly and annual alumni outcome reports for leadership and authorizers.
- Support data collection for grant compliance and accountability metrics.
- Maintain compliance with FERPA and data privacy laws.
- Support network data strategy to improve student success before and after graduation.

The Ideal Candidate

- **Mission-Driven:** You believe that tracking student success beyond graduation demonstrates true educational impact.
- **Data-Savvy:** You are skilled at collecting, analyzing, and interpreting quantitative and qualitative data.
- **Relational:** You connect with alumni and staff to build trust and engagement.
- **Organized:** You can manage multiple projects and data systems accurately and efficiently.
- **Analytical:** You translate complex data into meaningful insights for decision-making.
- **Collaborative:** You work well across teams — academics, CTE, operations, and student services.

Core Competencies

Data Management & Reporting

Skills & Behaviors: Develop and maintain reliable systems for data tracking and reporting.
 Application: Manage alumni databases, dashboards, and outcome reports to ensure accuracy and accessibility.

Relationship Building & Outreach

Skills & Behaviors: Build meaningful connections with alumni and partners.
 Application: Conduct outreach campaigns and follow-ups to gather postsecondary data and maintain engagement.

Strategic Analysis & Insight

Skills & Behaviors: Use data to inform strategic decisions.
 Application: Provide regular reports to leadership that guide program improvement and funding strategies.

Compliance & Data Privacy

Skills & Behaviors: Protect all student and alumni data with integrity.
Application: Ensure compliance with FERPA and all state/federal privacy regulations.

Collaboration & Communication

Skills & Behaviors: Work across departments to align alumni tracking with network goals.
Application: Partner with school leaders, counselors, and teachers to ensure accurate, timely data.

Role Responsibilities Description

Data Collection & Tracking

- Maintain accurate databases and systems for ongoing tracking.
- Collect post-graduation data via surveys, phone calls, and partner reports.
- Ensure consistency of data entry and integrity across campuses.

Analysis & Reporting

- Analyze alumni trends to measure long-term student success.
- Produce visual dashboards and presentations for leadership and the Board.
- Prepare data reports for accountability, grant applications, and annual outcomes.

Outreach & Engagement

- Maintain relationships with alumni through communication, events, and surveys.
- Collaborate with school staff to encourage ongoing student-alumni connection.
- Track engagement metrics and identify opportunities for mentorship or partnership.

Systems Management & Compliance
- Manage alumni tracking tools and integrate them with SIS and CTE systems.
- Manage tracking aligned with the Elevate Accountability Model.
- Manage culture surveys
- Ensure adherence to data security and privacy laws.
- Train staff on alumni data collection processes.

Collaboration & Continuous Improvement

- Partner with leadership to align alumni data with Elevate's strategic goals.
- Use findings to recommend improvements to curriculum, CTE programming, and postsecondary supports.
- Contribute to Elevate's culture of learning and excellence through data storytelling.
- Collaborate with Academic Teams to ensure accurate collection and analysis of school level data

Experience

Education

- Bachelor's degree in Education, Data Analytics, Data Science, Business Administration, Business Intelligence, Economics, or related field required.

Experience

- 3-5 years of experience in data analysis, student services, alumni relations, or educational research.
- Experience with data management systems (SIS, CRM, or alumni tracking platforms).
- Background in education, CTE, or nonprofit analytics preferred.
- Familiarity with Idaho education and workforce reporting systems is a plus.
  Qualifications
- Proficiency with Excel, Google Sheets, and data visualization tools (Power BI, Metabase, or similar).
- Proficiency with SQL and Python.
- Excellent written and verbal communication skills.
- Ability to collect, organize, and interpret large datasets accurately.
- Strong attention to detail and ability to meet reporting deadlines.
- Understanding of FERPA and data privacy regulations.
- Commitment to Elevate Academy's mission and to improving postsecondary outcomes for students.

Preferred:

- Experience in charter or alternative school systems.
- Familiarity with alumni engagement strategies or workforce development programs.
- Bilingual (Spanish/English) proficiency.
- Willingness to travel to Elevate campuses statewide.

Salary and Benefits

- **Salary Range:** $50,000-$60,000 DOE
- **Benefits:** Comprehensive medical, dental, and vision insurance, PERSI retirement plan, professional development opportunities.
- **Work Arrangement:** Based in Caldwell Idaho, statewide travel as needed.

Elevate Academy is an equal opportunity employer.