



Data and Program Evaluation Analyst – Chicago Lights

September 2026

Classification: Exempt

Status: Regular, Full Time

Location: Chicago (Hybrid, in office 3 days a week)

Reports to: Executive Director of Chicago Lights

About Chicago Lights

Chicago Lights is a nonprofit 501(c)(3) youth development and adult social services organization at Fourth Presbyterian Church that builds brighter futures through supportive relationships and life-changing programs. Located on Michigan Avenue and rooted in the heart of the city, Chicago Lights offers long-term, high-impact opportunities through our Tutoring, Summer Day, Urban Farm, and Social Service Center programs.

Position Summary

The Data and Program Evaluation Analyst manages our database and drives analytical reporting. This role is responsible for end-to-end data stewardship—from daily input and database maintenance to extracting actionable insights and generating comprehensive reports. You will work closely with program staff to collect data, evaluate outcomes, ensure our data accurately reflects our organizational impact, supports grant reporting, and drives continuous programmatic improvement. This role reports directly to the Executive Director but will have significant interaction with program directors.

Essential Functions

Data System Management & Integrity

- Act as the primary administrator for our central business information and data tracking systems.
- Oversee routine data entry processes, ensuring high accuracy, consistency, and timely input across all programs.
- Maintain database health through regular audits, deduplication, and standardizing data collection protocols.

Data Analysis & Reporting



- Design and generate accurate monthly, quarterly, and annual performance reports for internal leadership and external stakeholders.
- Build and maintain dynamic dashboards using business intelligence tools to track activity and performance in real time.
- Analyze complex datasets to identify trends, operational bottlenecks, and opportunities for program growth.
- Translate technical data findings into clear, accessible summaries for non-technical team members and board members.

Program Evaluation Support

- Collaborate with program leadership to align data collection systems with established evaluation frameworks and social impact goals.
- Assist in designing surveys, measurement tools, and metrics to track program outcomes effectively.
- Prepare targeted data sets and analytical narratives to support grant proposals, funder reporting, and strategic planning initiatives.
- Perform other duties as assigned.

Qualifications & Skills

Required Experience & Technical Proficiency

- Bachelor's degree or equivalent specialized training in Data Analytics, Business Information Systems, Statistics, or a related analytical field.
- 2–4 years of hands-on experience managing business information systems, CRM platforms, or relational databases.
- High proficiency in data manipulation and visualization tools (e.g., advanced Excel/Google Sheets, Tableau, Power BI, or SQL).
- Proven ability to extract raw data and transform it into formatted, actionable reports.
- Ability to use AI tools effectively and responsibility to support queries and analysis.
- Sales Force or similar experience preferred but not required.

Analytical & Evaluation Competencies

- Strong foundation in quantitative analysis and data interpretation.
- Familiarity with program evaluation methodologies, logic models, and outcome measurement.
- Exceptional attention to detail and a commitment to maintaining rigorous data hygiene.
- Deep commitment to diversity, equity, inclusion, and social justice.



Physical Requirements & Work Environment

The physical demands and work environment described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodation may be made to enable individuals with different abilities to perform essential functions.

- Must be able to participate in online virtual communications including email, video conferencing, and other online tools used to facilitate virtual office culture and work sharing.
- Smoke and drug (illegal or recreational) free environment.
- Fourth Church/Chicago Lights aims for accessibility in any off-site location in its control, but some of them may not be fully accessible.
- This role requires prolonged periods of sitting and computer work.
- Lifting requirements of 25 pounds.

Schedule

This is a full-time position based on a 40-hour work week. The baseline schedule is Monday through Friday with a supported hybrid framework (minimum of three days onsite per week; remote days negotiable with the supervisor).

Compensation & Benefits

This is a full-time salaried position with an annual salary range of **\$61,000-\$63,000** commensurate with experience and qualifications. Fourth Church and Chicago Lights offer a robust benefits package including:

- Medical insurance (church pays 85% of employee monthly premium and 75% for eligible dependents).
- Optional dental and vision plans.
- Generous PTO: 17 days plus 11 paid holidays.
- 403(b) retirement plan with employer contributions after one year of service.
- Flexible Spending Accounts (FSA) for medical and dependent care.
- Transit and commuter parking benefits.
- Life and short-term disability insurance; optional long-term disability and life insurance.

EEO Statement

Fourth Presbyterian Church and Chicago Lights are committed to equal employment opportunity for all qualified persons, without regard to race, color, citizenship status, national origin,



ancestry, sex, sexual orientation, gender identity and/or expression, age, creed, physical or mental disability, marital status or familial status, veteran status, military status, source of income, political affiliation, or any other factor protected by law. Fourth Church and Chicago Lights seek to build and retain a diverse staff and is committed to fostering an equitable and inclusive workplace where everyone is treated as a respected and valued member of the team.

Fourth Church and Chicago Lights are committed to elevating the voices of individuals of all backgrounds, including but not limited to women and people of color, Native people, immigrants and refugees, low-income people, LGBTQ+, and transgender, gender non-conforming, and non-binary people, people with disabilities, and accordingly encourage qualified individuals from all communities to apply.