



## **OPEN POSITION: Data Analyst (Grant Funded Position) at the Memphis Medical District Collaborative (MMDC)**

### **Organization Overview**

The Memphis Medical District Collaborative (MMDC) seeks a Marketing and Communications intern to join our growing team. This is a part-time position. Established in 2016, MMDC is a not-for-profit, community development organization committed to strengthening the communities between and around its anchor institutions – major healthcare and educational institutions – including ALSAC / St. Jude Children’s Research Hospital, Baptist Health Sciences University, Le Bonheur Children’s Hospital, Methodist Le Bonheur Healthcare, Regional One Health, Shelby County Health Department, Southern College of Optometry, Southwest Tennessee Community College and University of Tennessee Health Sciences Center. Together, these institutions have more than 25,000 employees, 8,000 students, a collective spend of \$1.3 billion, and control more than 300 acres of real estate. The Memphis Medical District is also home to more than 10,000 residents. These institutions, along with local and national philanthropy, area corporations, and collaborative community partners, support the work of MMDC to revitalize the Memphis Medical District and make it a preferred destination to work, live, learn, and visit.

### **MMDC Departments**

MMDC’s approach is comprehensive and inclusive of residents, employees, students, and visitors to the district. In addition to connecting the dots across the major healthcare and educational institutions, MMDC also focuses on the following program portfolios:

1. Clean and Safe Streets & Public Spaces – Catalyzing connections between people and place through improvements to the public realm, including parks, streetscapes, sidewalks, plazas, and enhanced mobility options. District Ambassador program; Coordination of safety efforts, hospitality assistance, and environmental and cleanliness improvements.
2. Development – Fundraising, grant writing and management, and donor/partner cultivation and recognition.
3. Economic Development – Supporting and connecting the diverse neighborhoods in the District through growing and attracting small, minority, and women-owned businesses, as well as supporting existing businesses through programs like Buy Local.
4. Marketing and Communications – Promoting the organization’s mission, values, and impact to various stakeholders through creatively telling the District’s and the organization’s story.
5. Real Estate – Cultivating a rich environment for appropriate development through coordinated planning and investment, with a focus on creating mixed-use, mixed-income places.
6. Workforce Strategies – Through Hire Local, connecting neighborhood residents to training, education, and employment opportunities where there is a clear career pathway, a livable wage, and a growing career field.

<b>Title</b>	<b>Data Analyst</b>
<b>Reports To</b>	<b>Senior Director of Workforce Strategies</b>

<b>Summary</b>	<p>We are seeking a dynamic a Data Analyst to join our team at MMDC, one of Memphis Business Journal's 2024 &amp; 2025 Best Places to Work.</p> <p>Memphis Medical District Collaborative (MMDC) is detail-oriented Data Analyst to support our organization's workforce development initiatives through comprehensive data analysis, reporting, and strategic insights. This position will split time across three key areas: workforce programming (75%) and ad-hoc organizational projects (25%).</p>
<b>Experience and Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Data Analytics, Statistics, Economics, Business Analytics, or related field</li> <li>• Experience in data analysis and reporting (workforce development experience preferred but not required)</li> </ul>
<b>Salary Range</b>	\$50,000 - \$55,000 commensurate with experience.
<b>Key Benefits</b>	<ul style="list-style-type: none"> <li>• Hybrid schedule</li> <li>• Generous benefit package</li> <li>• Parental leave</li> <li>• Professional development opportunities</li> <li>• 401(k) employer match</li> <li>• 20 Days per calendar year of paid leave</li> <li>• At least 10 office closing days for public holidays</li> <li>• Up to 10 remote workdays while traveling</li> <li>• Phone reimbursement</li> </ul>
<b>Physical Requirements</b>	<ul style="list-style-type: none"> <li>• Tasks require the ability to exert light physical effort in sedentary to light work, including lifting, carrying, pushing, and/or pulling objects and materials of light weight (5-10 pounds).</li> <li>• Lifting/moving supplies</li> <li>• Tasks may involve extended periods at a keyboard or workstation.</li> </ul>

#### **Essential Duties and Responsibilities:**

#### **Workforce Programming (75% of time)**

#### **Core Responsibilities (Year 1 Priority)**

- **Salesforce Reporting & Dashboard Management**
  - Develop and maintain essential reports and dashboards in Salesforce to track participant progress
  - Create monthly and quarterly performance reports on program metrics and participant outcomes

- Ensure data accuracy and completeness within the Salesforce system
- Train program staff on basic report generation and data interpretation
- **Program Performance Analysis**
  - Analyze participant demographics, enrollment, and completion rates
  - Identify trends and patterns in program performance to support continuous improvement
- **Grant Support**
  - Collaborate with Grants Manager to compile data for grant proposals and reports
  - Analyze program performance metrics to demonstrate impact and outcomes
  - Create visualizations and charts for funding applications and reports
- **Workforce Market Intelligence**
  - Conduct bi-annual employer hiring and termination data analysis
  - Research and report on in-demand fields and emerging workforce trends
  - Analyze basic labor market data to inform program development

#### **Ad-Hoc Organizational Projects (25% of time)**

- Support organizational leadership with data analysis for strategic decision-making
- Conduct special research projects as assigned
- Assist with data collection and analysis for program evaluation
- Provide analytical support for board presentations and stakeholder reports
- Participate in cross-departmental initiatives requiring data expertise

#### **Required Qualifications**

##### **Technical Skills**

- **Salesforce:** Experience with Salesforce reporting and dashboard creation (or strong willingness to learn)
- **Data Analysis:** Proficient in Excel and basic statistical analysis; familiarity with SQL preferred
- **Visualization:** Experience with data visualization tools (Tableau, Power BI, or similar) preferred
- **Database Skills:** Basic database querying and data management skills

##### **Core Competencies**

- Strong analytical and problem-solving skills
- Excellent written and verbal communication abilities
- Detail-oriented with high accuracy standards
- Ability to learn new systems quickly and work independently
- Collaborative approach to working with diverse stakeholders
- Interest in workforce development and community impact

#### **Submittal**

If you are interested in applying, please upload your resume and cover letter [here](#) or <https://wkf.ms/48W3WvL>.

**NO PHONE CALLS.** For more information: [www.memphismedicaldistrict.org](http://www.memphismedicaldistrict.org)

