Truckee Meadows Tomorrow
Data Architect & Storyteller Job Description

Truckee Meadows Tomorrow:

For more than 35 years, Truckee Meadows Tomorrow (TMT) has been Northern Nevada's hub for local, independent, and trusted Quality of Life data. TMT is a 501(c)(3) non-profit organization committed to leveraging data analytics to inform and empower our community. We believe in the transformative power of data-driven insights to guide decision-making and foster positive change in the Truckee Meadows region. Our mission is to enhance our quality of life by providing accurate, timely, and objective data as the basis for community engagement and dialogue.

Organizational Values:

- Transparency
- Independence
- Respect
- Equity

- Innovation
- Collaboration
- Celebration
- Integrity

Job Overview:

The Data Architect & Storyteller stewards data integrity and turns complex information into clear, trustworthy stories about how our region is doing. This role sits at the intersection of data, design, and narrative, ensuring TMT's data is accurate, accessible, and used meaningfully and responsibly by community leaders, partners, and residents.

The Data Architect & Storyteller leads custom data projects, manages TMT's core data platforms, and serves as staff liaison to the Data Advisory Group (DAG)—a volunteer group of data professionals who help ensure data accuracy and credibility.

Key Responsibilities:

Data Management & Systems:
- Serve as the primary data lead for the Community Progress Report and custom data projects, including indicator selection, curation, and visualization
- Maintain and update dashboards in collaboration with Conduent, TMT's platform provider
- Manage the Indicator Dictionary as the authoritative reference for data definitions and sources
- Determine when indicators should be added, updated, or retired

- Manage and respond to inquiries through data@truckeemeadowstomorrow.org
- Provide data support for internal and external reporting needs, including website traffic and engagement metrics
- Maintain and support the design and functionality of TMT's websites, including NevadaTomorrow.org

Storytelling & Projects:
- Translate data into clear, trustworthy stories that highlight regional trends, progress, and challenges
- Collaborate with the Executive Director and partners on data-driven narratives and public-facing content
- Support special projects with community partners, ensuring data is accurate, relevant, and usable
- Work with stakeholders to amplify key findings and ensure data stories are leveraged for community engagement and awareness

Community Engagement & Training:
- Participate in community meetings related to planning, quality of life and regional issues
- Train nonprofits and other stakeholders on how to access and use TMT's data, including building custom dashboards

Organizational Engagement & Leadership:
- Participate in board and committee meetings as appropriate, including preparing or presenting data and insights that support strategic discussions
- Support TMT events and convenings, including occasional evening or community-facing activities
- Contribute to organizational planning efforts, including strategic planning
- Actively participate in full-team activities, cross-functional collaboration, and organizational initiatives typical of a small, mission-driven nonprofit

Qualifications:

- Strong background in data management and visualization
- Familiarity with public/community datasets (health, environment, nonprofits, etc.).
- Ability to translate data into accessible stories for non-technical audiences
- Strong written and verbal communication skills
- Proven ability to collaborate with partners, community groups, and technical vendors
- Strong organizational skills with attention to documentation, data integrity, and reproducibility

Tools & Platforms:
- Conduent (data hosting platform)
- Google Analytics (website metrics)
- Looker Studio (dashboards)
- Google Sheets / Excel (data wrangling)
- Flourish (data visualization)

Education and Work Experience:

- Bachelor's degree, or demonstrated equivalent experience through relevant professional work, in Business, Business Intelligence, Information Systems, Data Science, Computer Science, Geography, Journalism, or a related field.
- Minimum of two years of experience in roles involving data architecture, analytics, and visual storytelling