EMPLOYMENT OPPORTUNITY

Data Analyst & HMIS Liaison

Housing Programs

Position Summary

The Data Analyst & HMIS Liaison serves as SEARCH's lead data, reporting, and business intelligence professional. This position is responsible for ensuring the integrity, quality, security, analysis, and strategic use of organizational data while supporting compliance with HUD, Coalition for the Homeless (CFTH), City of Houston, and other funder requirements.

Working closely with Program Managers, supervisors, front-line staff, executive leadership, and external partners, this role ensures data is collected accurately, maintained consistently, and translated into actionable insights that improve program performance, client outcomes, compliance, and organizational decision-making.

In addition to managing HMIS administration, reporting, and analytics, this position serves as an internal technology resource and thought partner. The Data Analyst & HMIS Liaison supports business intelligence initiatives, dashboard development, process automation, artificial intelligence (AI) initiatives, and other emerging technology efforts that strengthen organizational effectiveness and support SEARCH's continued growth.

Essential Duties and Responsibilities

- Serve as SEARCH's primary HMIS Liaison and subject matter expert.
- Partner with Program Managers, supervisors, and front-line staff to ensure data is collected accurately, consistently, and with integrity.
- Monitor data quality, conduct audits, identify errors, coordinate corrections, and maintain quality assurance processes.
- Train and support HMIS users at all organizational levels and develop related procedures, documentation, and training materials.
- Troubleshoot data collection, reporting, dashboard, and system issues.
- Ensure compliance with HUD, HMIS, Coalition for the Homeless, City of Houston, and funder reporting requirements.
- Serve as a liaison with external partners, including the Coalition for the Homeless and other community stakeholders.

Reporting, Analytics & Business Intelligence

- Design and execute complex data queries, analyses, and reports to support operations, compliance, program evaluation, funding requirements, and strategic initiatives.
- Prepare and submit monthly, quarterly, annual, and ad hoc reports, including Data Quality (DQ), Continuum of Care (CoC), EVA, housing metrics, KPI, and other funder-required reports.
- Develop, maintain, and enhance Power BI dashboards, reporting tools, data models, and data pipelines.
- Support reporting automation and process improvement efforts to increase efficiency and data accessibility.
- Analyze trends, outcomes, utilization, and performance indicators and present findings in a clear, actionable format.
- Support Continuous Quality Improvement (CQI) initiatives, program evaluations, annual reports, grant applications, and funder storytelling.

Technology, Innovation & Organizational Support

- Serve as an internal resource on data systems, reporting technologies, automation tools, and emerging technology solutions.
- Support agency initiatives related to artificial intelligence (AI), business process improvement, workflow automation, and technology adoption.
- Research, evaluate, and recommend technology solutions that improve reporting, efficiency, user experience, and organizational effectiveness.
- Collaborate across departments to identify opportunities to leverage technology and data to improve operations and service delivery.
- Provide technical guidance and consultation to leadership and staff on data-related and technology-related projects.
- Stay informed on industry trends, best practices, and emerging technologies relevant to nonprofit operations, data management, and business intelligence.

Required Skills and Abilities

- Strong analytical, critical-thinking, and problem-solving skills.
- Excellent written, verbal, and presentation communication skills.
- Advanced Microsoft Excel proficiency.
- Experience developing reports, dashboards, and data visualizations.
- Knowledge of database design, data management, and data quality practices.
- Ability to write and troubleshoot complex queries.
- Strong organizational skills and attention to detail.
- Ability to translate technical concepts into practical solutions for non-technical audiences.
- Ability to manage multiple priorities and deadlines in a collaborative environment.
- Commitment to confidentiality, data integrity, and ethical data practices.
- Curiosity, adaptability, and a willingness to explore innovative approaches to organizational challenges

Preferred Qualifications

- Experience with HMIS, ClientTrack, or similar case management systems.
- Experience working in a nonprofit, human services, healthcare, or government-funded environment
- Experience with Power BI, DAX, SQL, Python, Microsoft Power Platform, SharePoint, Copilot, or similar business intelligence and automation tools.
- Familiarity with artificial intelligence, workflow automation, and technology implementation projects.
- Knowledge of HUD, Continuum of Care, and homeless services reporting requirements.
- Experience supporting program evaluation, compliance monitoring, performance management, and organizational learning.

SEARCH
HOMELESS SERVICES

Contact HR to apply today
HR@searchhomeless.org

SEARCH is an Equal Opportunity Employer and a Drug Free Workplace.