



## IMPACT & REPORTING MANAGER

Full-Time – SCITUATE, MA (remote possible)

### WE ARE

At O2X, we improve the lives of tactical athletes through world class Human Performance programs. Our work extends to over 100 federal, military, and municipal organizations, where we aim to cultivate a culture of wellness, support healthy lifestyles, and reduce healthcare costs linked to injuries and illnesses. Rooted in our shared passion for improving lives, our team dedicates itself to continuous improvement, striving to make our clients, and ourselves, 1% better every day.

### THE ROLE

We are seeking a highly skilled and detail-oriented Impact and Reporting Manager to join our dynamic team. This individual will play a crucial role in assessing and communicating the impact of our programs, utilizing data analysis, visualization techniques, and comprehensive reporting. The successful candidate will be responsible for developing surveys and assessments to measure program quality and effectiveness, contributing to strategic decision-making, and ensuring our clients are well-informed about the positive outcomes of our initiatives.

### KEY RESPONSIBILITIES

**Data Analysis & Visualization:** Analyze program data to identify trends, patterns, and key performance indicators. Develop & implement data visualization strategies to effectively communicate impact internally and externally. Utilize tools such as Excel, Tableau, or other relevant software to create compelling visual representations of program outcomes.

**Reporting & Documentation:** Design and generate comprehensive reports that showcase the impact of programs on both quantitative and qualitative levels. Collaborate with cross-functional teams to gather relevant data and insights for reporting purposes. Ensure accuracy, completeness, and timeliness of all reports produced.

**Survey & Assessment Development:** Develop surveys and assessments to measure program quality, participant satisfaction, and overall effectiveness. Implement feedback mechanisms to continuously improve survey instruments and data collection methods. Analyze survey results to provide actionable insights for program enhancement.

**Client Impact Reporting:** Work closely with the client engagement team to understand client expectations and reporting requirements. Collaborate in the creation of tailored reports that effectively communicate the impact of our programs to clients. Provide support during client presentations and discussions related to program outcomes.

**Continuous Improvement:** Stay abreast of industry trends, best practices, and advancements in impact measurement and reporting. Recommend and implement improvements to data collection processes, reporting templates, and analysis methodologies.

### MINIMUM REQUIREMENTS

- Bachelor's degree in a relevant field (e.g. Data science, business analytics, sport science).
- Proven experience in data analysis, reporting, and impact measurement.
- Proficiency in data visualization tools (e.g. Tableau, PowerBI).
- Strong analytical and problem solving skills.
- Ability to effectively communicate technical concepts to non-technical stakeholders.
- Attention to detail and a strong commitment to producing high-quality work.
- Familiarity with survey design and assessment methodologies.

- Ability to work independently and as part of a team in a fast-paced environment.
- Passion for learning and a curiosity-driven mindset.
- Eagerness to contribute to a collaborative and innovative team.
- Experience and strong working knowledge of Google Suite (sheets, docs, etc.) is highly preferred.

## **DESIRED TRAITS**

- A deep commitment to the O2X mission and a desire to make a meaningful impact on tactical athletes' overall health.
- Skilled steward of time, able to manage multiple complex projects in parallel.
- Entrepreneurial mindset with an ability to thrive in a rapidly growing and dynamic organization.
- Team-first mentality.
- Self-motivated with high energy and a strong drive to succeed.
- Ability to work autonomously while excelling in a collaborative team environment.
- Capacity to perform under pressure in a fast-paced environment.
- Creativity and innovation in enhancing the well-being of tactical athletes.
- Flexibility and adaptability, with a strong sense of teamwork.

## **COMPENSATION + BENEFITS PACKAGE**

- Competitive base compensation
- 401k with company contribution
- Comprehensive medical, dental, vision package
- Short and long term disability benefits
- Life insurance + supplemental benefits options
- Continuing Education Support
- Paid Federal Holidays + Paid Time Off
- Value based company with a culture based on trust, freedom, continual self-improvement and a shared commitment to elevate the communities that serve America