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Job Title: Program Data Analyst

Employer: New York State Interest on Lawyer Account Fund

Location: New York, New York

Date Posted: November 5, 2026

Deadline: Open until Filled; Review Begins November 9

About New York State Interest on Lawyer Account Fund

Founded in 1983, with the strong support of the New York State Bar Association, the legislature created the IOLA Fund to provide additional financial support to civil legal service organizations that had been decimated by federal budget cuts. Today, the IOLA Fund helps low-income people in New York State obtain help with civil legal problems affecting their most basic needs, such as food, shelter, jobs, and access to health care.

The IOLA Fund is a fiduciary fund administered by IOLA's publicly appointed Board of Trustees. The revenue is held in the custody of the State Comptroller and, subject to government procurement rules, provides the funding for grants awarded by the IOLA Board of Trustees to non-profit civil legal services providers for the purpose of delivering civil legal services to low-income New Yorkers and for improving the administration of justice. IOLA grantees vary in size and focus, providing a myriad of legal services: direct representation, advice and counsel, pro se assistance, legal education, and referrals to low-income or otherwise disadvantaged individuals. IOLA grantees also provide legal training, engage in partnerships and community collaborations, and initiate impact cases that enhance the quality of life for all New Yorkers. IOLA's current five-year grant cycle awarded $562.5 million to 87 nonprofit organizations that provide legal assistance to people living across New York's 64 counties.

The Opportunity

The IOLA Fund is seeking a skilled and collaborative **Program Data Analyst** to join its trusted and mission-driven team. Reporting to the Deputy Director of Programs, the Program Data Analyst is expected to contribute to IOLA's data collection, analysis, and visualizations. This role involves collecting raw data from IOLA programs (e.g. grantees and banks), using the data to prepare reports, creating data visualizations for IOLA's website and other outreach materials and providing recommendations to IOLA's management team.

The essential functions of the Program Data Analyst position include:

- Evaluate and enhance IOLA's current data collection methodologies and tools.
- Review and validate annual program data, including analysis of historical records and collaboration with grantees.
- Prepare data summaries for all IOLA grantees.
- Analyze banking remittance data.
- Complete ad hoc data requests related to IOLA's banking and administrative functions, as needed.
- Prepare statewide program data visualizations.
- Assist in the drafting of IOLA's Annual Report.
- Prepare annual economic impact analyses of civil legal aid programs in New York State.
- Assist with other special data projects, which may include social science research.
- Assist in a variety of other areas supporting IOLA's program work.

Qualifications and Education Requirements

- A bachelor's degree in data or computer science, informatics, statistics, mathematics, or a related field.
- Data analytics and visualization experience.
- Proficiency in Microsoft Excel and Tableau.
- Well-organized with the ability to work independently and manage priorities under tight deadlines.

Preferred Skills

- Master's degree or higher in data or computer science, informatics, statistics, mathematics, or a related field.
- Prior experience with non-profit or government data.
- Knowledge of the civil legal aid community.
- Proficiency with SmartSimple, Canva, and Adobe Acrobat Pro.

Compensation and Benefits

- Salary: $60,000-65,000, commensurate with experience.
- Benefits: health and prescription drug benefits under the New York State Health Insurance Program (Empire Plan), Dental insurance, Vision Care, New York State Flexible Spending Account, NYS-Ride, life insurance, employee assistance program, New York State retirement plan, paid time off, and more.
- IOLA operates in a fixed hybrid work environment, with two days remote per week.

Contact

To express interest, please submit a cover letter and resume to careers@iola.org.

IOLA is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+ applicants. To learn more about the IOLA Fund, please visit www.iola.org.