
JOB DESCRIPTION

Job Title: Impact & Performance Data Executive

Grade: C

Department: Giving & Impact Services (Impact Accelerator)

Main purpose of job:

The Impact Accelerator is CAF's centre of excellence for impact. We aim to drive positive change in the sector, influencing donors to fund more effectively and equitably and supporting social purpose organisations to become more resilient and sustainable.

A core member of the Impact Accelerator (IA) team, the Impact & Performance Data Executive sits within the Impact & Performance area and provides high-quality data, analysis and insight to support decision-making, strengthen performance management and demonstrate the IA's impact. The role will coordinate the capture and maintenance of social impact and financial performance data across the IA, ensure data quality and consistency across systems, and produce regular dashboards and reports for internal and external audiences. In addition, the role will help identify trends, risks and opportunities, support the continuous improvement of reporting processes, and act as a key link between the Impact Accelerator and Finance to support accurate financial reporting. There is also scope to contribute to wider IA projects where these require research, data, insight, reporting or performance support.

Responsible to: Growth & Performance Lead

Budgetary responsibilities: None

Responsible for: None

Key Job Responsibilities

As a minimum the role will:

- Co-ordinate routine data collection across IA (Grantmaking, Social Investment and Impact Consultancy), ensuring timely returns and supporting greater consistency in how impact and performance data is captured across teams.
- Maintain IA performance trackers and report on key metrics (e.g. new business/pipeline, IA influence – published content, speaking engagements and client feedback), helping to identify trends, risks and opportunities.

- Undertake quality assurance checks (completeness, accuracy and consistency), resolve data queries with colleagues, and escalate risks or issues where needed, helping to build confidence in IA reporting.
- Produce accurate monthly and quarterly dashboards and reports (Excel/Power BI) for IA leadership and wider CAF stakeholders, drawing on trackers, finance reports and secured income information, and provide clear commentary to support decision-making.
- Support internal and external reporting requirements (e.g. funder reporting, end-of-grant reporting and management information), including drafting tables, figures and commentary on trends, outcomes and performance.
- Support monitoring of IA contribution and reach, including quarterly reporting on the value of funds influenced by IA activity and other indicators of IA's wider value and influence.
- Use and navigate relevant systems (e.g. Singlify (Salesforce) and Blackbaud Grantmaking) to access, extract and analyse data to meet reporting needs and support more joined-up insight across IA.
- Support finance processes that underpin reporting accuracy, including month-end reconciliations for Impact Consultancy, Grantmaking and Social Investment, maintaining a clear audit trail for data used in reports and strengthening links between IA and Finance.
- Support data submission and publication requirements such as 360Giving uploads (where applicable), ensuring data is prepared to the required format and standard and reflects agreed IA data definitions.
- Support the Impact & Evaluation Manager and wider IA colleagues with impact data collection and initial analysis for client and programme reporting, helping colleagues use data and evidence more effectively.
- Help embed CAF's Impact Framework into operational data and reporting processes, including supporting the maintenance of relevant dashboards and contributing to continuous improvement in IA reporting processes.
- Supporting wider IA projects and priorities where these require research, insight, forecasting, process improvement or evidence for client, programme or business development activity.

As this is a new role, further opportunities to shape and develop it are likely to emerge over time.

CAF Values and Behavioural Indicators

The CAF Values and Behavioural Indicators set out in a transparent and consistent manner the explanation of the performance expectations of all CAF People. Through the use of common language and common standard, it combines a set of behaviours with the required technical skills and knowledge needed to effectively perform in any given role in CAF. This is used for the assessment, management and development of performance of all our people across CAF

Please refer to the link: [CAF values and indicative behaviours](#) for the CAF Values and Behavioural Indicators.

Date: 12 June 2026

PERSON SPECIFICATION

Job title: Impact & Performance Data Executive
Date: 12 June 2026

Attributes	Essential ✓	Desirable ✓	How Evidenced [†]
Experience <ul style="list-style-type: none"> • Experience of data analysis, reporting, impact measurement and/or evaluation in a charity, social impact, grantmaking, consulting, public sector or similarly mission-led environment • Experience of producing regular dashboards, management information or performance reports for internal and/or external audiences • Experience of checking data quality, resolving data queries and maintaining accurate records or audit trails • Broad understanding of financial reporting, reconciliations and the relationship between operational data and finance reporting • Experience of supporting multiple stakeholders and co-ordinating inputs across teams to meet reporting deadlines 	 ✓ ✓ ✓ ✓ ✓		A/C
Qualifications <ul style="list-style-type: none"> • Degree level qualification or equivalent relevant experience • Relevant training or qualification in data, analysis, monitoring and evaluation, business intelligence, finance, research methods or a related field 	✓	✓	A/E
Training <ul style="list-style-type: none"> • Committed to continuous professional development and keeping data, reporting and analytical skills up to date 	✓		A/C
Specialist Skills/ Ability/Knowledge <ul style="list-style-type: none"> • Strong numerical and analytical skills, with the ability to interpret datasets accurately and draw out meaningful insight • Excellent skills in Microsoft packages, in particular Excel, including confidence working with formulas, large datasets, reconciliations and reporting templates • Proficiency in Power BI or equivalent reporting tools, including maintaining dashboards and presenting data clearly • Good knowledge of databases and data systems, with the ability to extract, manipulate and analyse data from multiple sources • Understanding of data quality, consistency, audit trails and reporting controls • Ability to produce clear commentary, explain findings and tailor reporting outputs for different audiences 	 ✓ ✓ ✓ ✓ ✓		A/C/T

<ul style="list-style-type: none"> Strong organisational skills, with the ability to manage competing priorities, recurring deadlines and cross-team inputs effectively Knowledge of the social impact, charity, grantmaking or social investment context 	<p>✓</p> <p>✓</p>		
<p>Communication</p> <ul style="list-style-type: none"> Strong communication skills, with the ability to work effectively with internal and external stakeholders and produce clear, concise written deliverables Ability to explain data, insight and reporting outputs clearly to non-specialist audiences 	<p>✓</p> <p>✓</p>		A/C/T
<p>Personal Qualities</p> <ul style="list-style-type: none"> High attention to detail and commitment to accuracy Collaborative and approachable, with strong relationship-building skills Self-motivated, organised and able to manage competing priorities Adaptable and comfortable working in a matrix environment across teams and task managers Curious and proactive, with a willingness to improve processes and ways of working Commitment to CAF's purpose and an interest in supporting charities, social enterprises and social impact activity 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		A/C
<p>Special Conditions</p> <p>Hybrid with a minimum of three days in the office. Although the main office days will be in the London office, this role will also be required to work in the Kings Hill office in Kent, as necessary.</p>			
<p>Prior to Appointment</p> <p>All posts:</p> <ul style="list-style-type: none"> Credit Check Sanctions Check Basic DBS Check Employment References Medical Clearance Right to Work in the UK <p>FCA Approved Posts:</p> <ul style="list-style-type: none"> Standard DBS Check 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		R/E

✓ Tick either the Essential or Desirable column as appropriate for each attribute

† Insert the code from the key below for how you intend to assess this requirement e.g. at interview, via references etc.

Key

R = References, E = Evidence/Certificates, A = Application, C = Competency Interview, T = Testing/Assessment