Nonprofit Data & Tech Skill-Building Checklist

Executive Director

Use this worksheet to rate your own skills, or those of a team member or job candidate. The skills listed here are those that an executive director typically needs. Depending on your situation, mission, and goals, certain skills might be more or less important and you might require anything from a basic to expert performance level for particular skills.

○ For each skill, add circles to indicate their current skill level.

△ Use triangles to indicate desired skill level for this role.

Skill	Basic	Intermediate	Advanced	Expert
Data Literacy The ability to read, write and communicate data in context				
Interpret data (basic statistical operations)	①	△2	3	4
Choose metrics that relate to key outcomes	1	△2	3	4

Interpretation:

- Critical areas for improvement are shown where the current skill level (circle) lags two or more points behind the required skill level (triangle).

- Areas for leadership or peer mentoring are shown where the current skill level (circle) leads two or more points ahead of the required skill level (triangle).

Complete the Checklist for this Role

Name _____ Job Title _____ Date _____

Skill	Basic	Intermediate	Advanced	Expert
Data Literacy The ability to read, write and communicate data in context				
Interpret data (basic statistical operations)	1	2	3	4
Choose metrics that relate to key outcomes	1	2	3	4
Technology Literacy The ability to use, manage, evaluate, and understand technology				
Use online collaboration and project management tools	1	2	3	4
Use productivity software (Spreadsheets, word processing, email, presentation tools)	1	2	3	4
Use A/V technology (including projectors, videoconferencing)	1	2	3	4
Troubleshoot basic computer problems	1	2	3	4
Select and set up hardware (example: pick out a laptop, connect it to org accounts)	1	2	3	4
Troubleshoot basic network problems	1	2	3	4
Spot and respond appropriately to security attempts such as phishing	1	2	3	4

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Specialized Staff (IT, Data Scientist, Etc.)

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◯ For each skill, add circles to indicate their current skill level.

△ Use triangles to indicate desired skill level for this role.

Skill	Basic	Intermediate	Advanced	Expert
Data Literacy The ability to read, write and communicate data in context				
Interpret data (basic statistical operations)	①	△2	3	4
Choose metrics that relate to key outcomes	1	②△	3	4

Interpretation:

- Critical areas for improvement are shown where the current skill level (circle) lags two or more points behind the required skill level (triangle).
- Areas for leadership or peer mentoring are shown where the current skill level (circle) leads two or more points ahead of the required skill level (triangle).

Complete the Checklist for this Role

Name _____ Job Title _____ Date _____

Skill	Basic	Intermediate	Advanced	Expert
Data Literacy The ability to read, write and communicate data in context				
Interpret data (basic statistical operations)	1	2	3	4
Visually depict data and assemble reports/dashboards	1	2	3	4
Design data collection instruments (e.g. write survey questions)	1	2	3	4
Choose metrics that relate to key outcomes	1	2	3	4
Technology Literacy The ability to use, manage, evaluate, and understand technology				
Use online collaboration and project management tools	1	2	3	4
Use productivity software (Spreadsheets, word processing, email, presentation tools)	1	2	3	4
Use A/V technology (including projectors, videoconferencing)	1	2	3	4
Update org website	1	2	3	4

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Skill	Basic	Intermediate	Advanced	Expert
Use broadcast email system, manage email campaigns	1	2	3	4
Manage social media channels, campaigns	1	2	3	4
Manage messaging platforms, campaigns	1	2	3	4
Troubleshoot basic computer problems	1	2	3	4
Select and set up hardware (example: pick out a laptop, connect it to org accounts)	1	2	3	4
Select and implement software	1	2	3	4
Troubleshoot basic network problems	1	2	3	4
Spot and respond appropriately to security attempts such as phishing	1	2	3	4
Technology Management Ensure organizational efficiency through the incorporation, development and usage of technology				
Determine IT strategy and overall architecture	1	2	3	4
Communicate the value of IT to stakeholders and staff	1	2	3	4
Maintain network, devices, and software (example: run scans and updates)	1	2	3	4
Manage security settings	1	2	3	4
Create technology policies	1	2	3	4

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Nonprofit Data & Tech Skill-Building Checklist

All Staff

Use this worksheet to rate your own skills, or those of a team member or job candidate. The skills listed here are those that an executive director typically needs. Depending on your situation, mission, and goals, certain skills might be more or less important and you might require anything from a basic to expert performance level for particular skills.

◯ For each skill, add circles to indicate their current skill level.

△ Use triangles to indicate desired skill level for this role.

Skill	Basic	Intermediate	Advanced	Expert
Data Literacy The ability to read, write and communicate data in context				
Interpret data (basic statistical operations)	①	△2	3	4
Choose metrics that relate to key outcomes	1	②△	3	4

Interpretation:

- Critical areas for improvement are shown where the current skill level (circle) lags two or more points behind the required skill level (triangle).
- Areas for leadership or peer mentoring are shown where the current skill level (circle) leads two or more points ahead of the required skill level (triangle).

Complete the Checklist for this Role

Name _____ Job Title _____ Date _____

Skill	Basic	Intermediate	Advanced	Expert
Data Literacy The ability to read, write and communicate data in context				
Interpret data (basic statistical operations)	1	2	3	4
Technology Literacy The ability to use, manage, evaluate, and understand technology				
Use online collaboration and project management tools	1	2	3	4
Use productivity software (Spreadsheets, word processing, email, presentation tools)	1	2	3	4
Use A/V technology (including projectors, videoconferencing)	1	2	3	4
Troubleshoot basic computer problems	1	2	3	4
Select and set up hardware (example: pick out a laptop, connect it to org accounts)	1	2	3	4
Troubleshoot basic network problems	1	2	3	4
Spot and respond appropriately to security attempts such as phishing	1	2	3	4

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