COLORADO OFFICE OF THE
ALTERNATE DEFENSE COUNSEL

Joanna E. Landau, Executive Director

STRATEGIC DATA & FINANCIAL ANALYST

Are you someone who enjoys making sense of complex data and using it to inform meaningful decisions? The Office of the Alternate Defense Counsel (ADC) seeks a Strategic Data & Financial Analyst to serve as the agency's primary resource for data-driven analysis, financial forecasting, and decision-support analytics. In this role, you will pull, clean, and translate complex data into operational and forward-looking financial insights that support executive planning, program management, and strategic decision-making across our critical statewide agency.

This hybrid role combines data analysis, data presentation, financial planning and analysis (FP&A), and business intelligence. As the agency's sole data professional, the role requires a high degree of independence, strong ownership of work, and the ability to manage priorities with minimal direction. The position demands strong communication skills, analytical rigor, and the ability to exercise discretion and maintain confidentiality when working with sensitive, protected, or otherwise restricted data.

If you enjoy tackling complex analytical challenges, value precision and impact, and want your work to directly inform how a mission-driven agency plans and allocates resources, this role offers a unique opportunity to shape how data supports justice-centered decision-making.

About Us

The ADC ensures court-appointed legal representation to individuals who cannot afford an attorney in criminal and juvenile cases when the Office of the State Public Defender has a conflict of interest.

The ADC employs more than 40 full-time staff and works with approximately 1,300 contractors statewide to ensure constitutionally mandated representation. The agency operates within legislative, budgetary, and policy constraints to provide holistic representation across the state.

About the Job

The Strategic Data & Financial Analyst provides strategic, data-driven analysis to support ADC contractors and agency operations. The role focuses primarily on financial forecasting, modeling, and decision support, with additional responsibility for broader operational and case-related data analysis across agency programs. The person in this role will work in a complex data environment that includes systems currently undergoing redesign.

The responsibilities of this position include extracting, cleaning, validating, interpreting, and presenting data, as well as providing informed input on system functionality and data structure during the transition. Clear communication of assumptions, limitations, and confidence levels associated with analysis is essential.

The Strategic Data & Financial Analyst contributes strategic insight to agency financial planning and policy discussions by helping leadership understand how legislative actions, funding decisions, or policy changes may impact agency finances, operations, and programming.

This is a dynamic position where duties will evolve, and the position should anticipate fulfilling some other duties as assigned that are reasonable and necessary to fulfill ADC's mission.

This position is primarily remote, with occasional on-site requirements at the Denver office as needed.

Essential Functions of the Position

- Pull, validate, clean, and analyze data directly from ADC data sources and other systems, with an explicit expectation that the data environment is imperfect and requires judgment, reconciliation, and documentation of assumptions.
- Build and maintain financial forecasts, scenario models, and calculators that account for non-linear cost drivers, caseload trends, contractor utilization, and uncertainty arising from legislative, policy, or programmatic changes.
- Provide data-driven analysis that helps ADC leadership understand risks, key drivers, and second-order effects associated with financial and operational decisions.
- Develop dashboards and reporting tools using Tableau to support analysis and decision-making.

- Conduct broader data analysis beyond finance, including trends in case types, workloads, and other programmatic datasets that inform planning and risk assessment for the agency.
- Work closely independently with data, and closely with staff to interpret data, respond to program-level questions, and support data-informed decision-making by translating complex analysis into clear, practical insights.
- Clearly communicate and present analytical findings, assumptions, and limitations to internal staff and, as needed, external stakeholders, tailoring information to the audience and context.
- Contribute analytically to financial planning and policy discussions by assessing how legislative actions, funding decisions, or policy proposals may impact agency finances and programmatic operations, without owning policy advocacy, budget approval, or legislative engagement.
- Explicitly document assumptions, limitations, confidence levels, and known data gaps in forecasts and analyses, and communicate how those factors should inform executive decision-making.
- Remain current on emerging analytical tools, platforms, and methods, including developments in automation and artificial intelligence, and apply new technologies thoughtfully and responsibly to improve data quality, analysis, and decision support.
- Perform other duties as assigned.

About You

You are a highly analytical, self-directed professional who works effectively both independently and collaboratively. You move comfortably between raw data, financial models, and strategic discussions and communicate clearly with an awareness of your audience. Your prior experience will allow you to work independently as the sole data professional on a team.

You exercise sound judgment and discretion when working with sensitive data and understand the importance of confidentiality, accuracy, and defensibility. You approach tools and technology thoughtfully, balancing innovation with security, risk awareness, and responsible data use.

You manage competing priorities and tight turnarounds while maintaining rigor and data integrity, and you are comfortable working with imperfect data, antiquated systems, and ambiguity to translate complexity into actionable insight.

Minimum Requirements

- Bachelor's degree in data analytics, finance, economics, accounting, public administration, or a related field and relevant professional experience performing advanced financial, analytical or data-driven work;
  or
  Equivalent combination of education and experience demonstrating advanced financial forecasting, data analysis, and decision-support capabilities in a complex organizational environment.
- Demonstrated experience using Tableau or a comparable business intelligence platform to support financial or analytical decision-making.
- Demonstrated experience informing decision-making through dashboard development, reporting, and financial forecasting or planning, including the development of models or scenarios.
- Demonstrated experience building financial forecasts, models, or planning tools, and conducting scenario or sensitivity analysis to evaluate tradeoffs, risks, key drivers, and downstream impacts.
- Strong data analysis skills, including experience working directly with raw, imperfect, or antiquated data systems, reconciling inconsistencies, and documenting assumptions.
- Demonstrated ability to translate complex financial and analytical work into clear written and verbal explanations for diverse audiences.
- Ability to work independently in a standalone role, manage competing priorities, and exercise sound judgment in an environment with significant oversight and compliance requirements, where decisions carry organizational and public impact.

Additional Preferred Experience:

- Strong written and oral communication skills, including the ability to explain data clearly and support effective use of data across teams.
- Experience building calculators, models, or planning tools to support forecasting, workload or caseload analysis, and identification of cost drivers.
- Experience working in government, public finance, or another environment with significant oversight, compliance, or public accountability.
- Familiarity with legislative or budget processes and the ability to analyze how policy or funding changes impact organizational finances.
- Experience analyzing contractor-related financial and workload trends, including cost drivers, to support planning and decision-making.
- Experience supporting and teaching effective use of data, with an interest in improving how data is collected and used over time.
- Familiarity with government operations, the criminal defense system, courts, or other justice-system environments is a plus.

We are committed to fostering a diverse and inclusive environment and encourage individuals from all backgrounds to apply.

If you are offered employment, the following are the conditions of employment:

- Must reside in the State of Colorado at the time of hire or establish residency within 30 days of the hire date.
- Be willing to submit to a background investigation, including a criminal history check;

The State of Colorado is committed to providing employees with a comprehensive and competitive benefits package that supports you, your health, and your family Click here for further information about State of Colorado Employee Benefits. In addition to benefits offered by the State of Colorado, there is a gym located in the Ralph Carr Building for use by ADC employees, you will receive an RTD pass, a cell phone stipend each month, and a flexible work schedule.

How to Apply:

Complete the online application at the link below by 11:59 PM, February 25, 2026.

As part of the online application, please provide the following documents:

- Resume – Required
- Cover letter – Required
- Answer several application questions - Required
- Letter(s) of Reference – Highly preferred

Please add noreply@fs2.formsite.com as a safe sender. Once you submit your application, you will receive an automatic email from Formsite. If you cannot find this email, please look in your spam/junk folder.

https://fs2.formsite.com/OADC/g0kb2uz92w/index

Late or incomplete applications will not be considered. Faxed, mailed, or emailed applications will not be accepted. Please direct any additional inquiries or questions to peopleadvocate@coloradoadc.com.

Annual Salary Range:	$95,000- $110,000
FLSA Status:	Exempt
Location:	Colorado

The Office of the Alternate Defense Counsel is an equal opportunity employer committed to diversity and inclusion in the workplace. We do not discriminate on the basis of race, ethnicity, age, religion, social class, national origin, marital or parental status, pregnancy, disability status, sexual orientation, gender, gender identity or expression, veteran status, or political affiliation. We are committed to fostering a culture of inclusion and an environment of representation diversity, and encourage individuals of many identities, backgrounds, and experiences to apply.

To request accommodation, please contact Juanise Cornell at juanise@coloradoadc.comn or (720) 994-2840 as soon as possible. Any person with a disability as defined by the Americans with Disabilities Act (ADA) may be provided a reasonable accommodation upon request to enable the person to participate in the hiring process. The person making the request may be asked to provide additional information regarding functional limitations and the type of accommodation needed, which will be kept confidential. Advance preparation may be required, so timely requests for accommodation are appreciated.