



DATA MANAGER POSITION DESCRIPTION

I. JOB SUMMARY

The Data Manager is a full-time administrative position with responsibility for organizing and processing data in accordance with organizational needs; supports data entry, collection, tracking, and analysis; assists organization with informing decisions and practice through accurate data coordination and reporting; fulfills data management responsibilities for programmatic, financial, contractual, and operational requirements; ensures data integrity and security throughout the organization's information technology platforms.

II. ESSENTIAL DUTIES AND PRIMARY RESPONSIBILITIES

- Guides with data collection and entry process as required
- Utilizes database programs and systems and runs data queries
- Supports various activities associated with data metrics, analyses, and reporting
- Extracts data and generates data reports for internal and external purposes (i.e., operations, programming, compliance, invoicing, development, grants, marketing)
- Prepares data for meetings and presentations
- Monitors research and development of industry and other organizations to identify trends and best practices
- Trends and provides data for performance and quality improvement
- Serves as a data and system administrator for internal and external databases
- Maintains data accuracy, integrity, and timeliness
- Ensures data precautions, security, and confidentiality including with identifiable, personal, and health information
- Executes effective data procedures and management
- Adheres to data guidelines and regulations
- Serves as single point of contact for all data activities
- Collaborates with team members to fulfill job and organizational requirements
- Participates in meetings related to programmatic, operational, and fiscal performance
- Responds to data requests and conducts data audits
- Creates and organizes electronic dashboard
- Contributes to a data-driven organizational culture
- Manages administration of projects such as elementary scholarship program
- Manages alumni program for organization
- Partners with directors and grant manager regarding outcomes related to grants
- Track progress on strategic plan informing others as appropriate
- Other related duties as assigned



III. QUALIFICATIONS

EDUCATION

- Minimum bachelor's degree required, preferably in data analytics, data science, or related field

EXPERIENCE

- At least two years' experience with data management
- Experience with database administration
- Experience with evaluation activities
- Experience within education and/or human service settings preferred
- Experience within non-profit preferred

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of data collection, processing, and reporting methods
- Technology and information system proficiency
- Computer and computer software competence
- Outstanding organizational skills
- Excellent written and verbal communication skills
- Effective interpersonal skills
- Efficient time management and prioritization skills
- Self-motivation and capacity to work independently
- Attention to detail and accuracy
- Analytical mindset and critical thinker
- Ability to scan and summarize volumes of data
- Ability to manage multiple tasks and deadlines
- Ability to maintain flexibility and adaptability in a diverse work environment
- Ability to work and take direction from all team members
- Ability to exercise sound judgement

Any equivalent combination of education, experience, and competence could be considered.