



data manager job description

job title: Data Manager

reports to: Executive Director

job status: Full-Time / Exempt / Salaried / 40 hours per week

pay: Salary range is \$55,000-\$70,000 per year.

benefits: Benefits include health, vision, and dental insurance where ABC pays 80% of the premium and life, short-term-disability, and long-term disability insurance where ABC pays 100% of the premium. ABC contributes 3% of an employee's wages into a SEP IRA monthly, and we have an employee assistance program. ABC offers an unlimited sick time policy, and all employees begin with 3 weeks of vacation. Other time off benefits include 2 personal days, 3 flex holidays, 6 company holidays (Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving, Day After Thanksgiving) and an End of Year Office Closure from December 24-January 1. ABC also has two company volunteer days, one on Martin Luther King Jr. Day and one on a day before our End of Year Office Closure. Lastly, we offer summer hours from Memorial Day through Labor Day where we close at 1:00pm on Fridays.

organization overview:

Since its founding in 2014, Achieve Brown County (ABC) has operated under a simple premise: those who care about our community's young people – from parents and educators to civic, non-profit, and business leaders – can accomplish more by working together than by working independently. Our mission is to advance positive, cradle-to-career outcomes for ALL young people. Our vision is a truly equitable Brown County in which ALL young people have what they need to succeed in school, work, and life.

Our team is small and mighty. We are passionate, talented, and dedicated to achieving our mission. We seek to value all kinds of diversity and work hard to eliminate inequities in ourselves, our partnership, and our communities. Our goals are bold, so we support each other to try new things, have courageous conversations and push for change. As we work, we share learning and progress, use data to make decisions and celebrate our wins.

ABC is a part of [StriveTogether](#), a national, non-profit network of community organizations that reaches more than 12.4 million students across the country. Nearly 70 StriveTogether communities are using a "cradle to career" collective impact model and collaborative improvement approach to improve outcomes from cradle-to-career in spaces like Kindergarten Readiness, Early Grade Reading, Middle Grade Math, High School Graduation, Post-Secondary Enrollment, Post-Secondary Completion and Employment.

position overview: The Data Manager at ABC is a member of our permanent staff and reports to our Executive Director. This individual leads all aspects of our data work at ABC which includes a mix of work at a desk but also interpersonal work with others. There is emphasis on quantitative data analysis, visualization, and storytelling as it relates to our cradle-to-career outcomes and the maintenance of our data dashboard. There is also emphasis on special data projects and qualitative data collection and analysis to support the work of our external, community-led Collaborative Action Teams. This individual will help curate stories around data and present data to others. The Data Manager will work closely with all ABC team members as well as external partners, community leaders, board members and the public to ensure we model a culture of evidence-based decision making and that data is translated into community action.

essential duties and responsibilities:

administrative

- Engage with the Wisconsin and StriveTogether Data Managers networks. Apply learning to local work.
- Contribute data to grant applications, grant reports, our annual report, StriveTogether's civic infrastructure assessment, and to other ABC or community publications, ensuring all data is accurate and timely.
- Facilitate data sharing agreements between ABC and other organizations to support measurable work by our Collaborative Action Teams; understand the unique attributes and limitations of data within this scope.
- Ensure data is shared and integrated in a secure manner, paying particular attention to FERPA, HIPPA and other legalities; also ensure that data is organized, easy to access and easy to understand once it is located on our website.

data analysis, visualization & storytelling

- Analyze large data sets in Excel, Tableau or R with an emphasis on tracking metrics and goals for our cradle-to-career outcomes, strategic plan or for our external, community-led Collaborative Action Team strategies.
- Visualize data in Excel and Tableau in ways that draw out key insights pertinent to goals; create dashboards for long term tracking when it makes sense to.
- Communicate and curate important insights from data to others, including to those unfamiliar with data, and help coach others to use data more effectively, for action and for decision making.
- Take insights found in data analysis and synthesize them into implementable actions to take.
- Identify and prepare data content, including charts, graphs and narratives for work teams, leadership, and public communications and presentations; present information as needed at various meetings (staff, board, Collaborative Action Teams) and in community spaces.
- Assess potential conscious and unconscious biases in existing data and/or any reporting systems and develop strategies and processes to eliminate and reduce these.

dashboards, data requests & special projects

- Maintain ABC's dashboards on our website; annually prepare and present a community update on the state of our cradle-to-career outcomes and how we are performing as a community.
- Scope and maintain data (outside of our dashboard) that we share and keep it updated on our website.
- Respond to cradle-to-career data requests from community members and organizations.
- Provide research and data project support to our external Collaborative Action Teams.

**Currently, our Collaborative Action Teams are heavily engaged in our Early Grade Reading outcome and working to improve third grade reading proficiency in Brown County, but Collaborative Action Teams could form around any of our outcome areas at any point in time.*

***Examples of requests from an Action Team could include: a literary review of a subject area, a request to aggregate or disaggregate a data set and present it at a meeting, support to design a qualitative survey to gain additional insights from parents or youth and then analyze those results into report format, research of existing databases, data sources or data sets that are used in our community, a scan of evidence-based, community-wide solutions that are working around a particular outcome area in other parts of the state, country or globe. This is not an all-encompassing list, but rather, examples of recent requests.*

other duties

- Participate in staff meetings, budgeting, and strategic planning for the organization.
- Contribute content to support our storytelling efforts on social media, websites, blogs etc.
- Contribute to a culture of philanthropy at ABC and support fund development activities as required.
- Represent ABC at local, state, and national meetings, events and training as required.
- Support the Mission, Vision, and Values of ABC and abide by standards of conduct, policies, and procedures.
- Other duties as assigned.

education & experience

- 3+ years of experience in data analysis, data visualization or data application and action is required.
- Experience working on data in an educational, nonprofit or social sector would be helpful.
- Bachelor's or master's degree in a relevant field is preferred, however, we will consider applicants without formal education.

knowledge, skills, & abilities

- Shared Values: ability to work in alignment with the mission, vision and values of ABC including a commitment to continuous improvement and ensuring equity is at the core of all we do.
- Focus on Diversity, Equity, Inclusion, Belonging, and Social Justice: commitment to advancing personal and organizational understanding of identity and disparity as it relates to diversity, equity, inclusion, belonging, and social justice issues. Comfortable reflecting on and engaging others in difficult conversations and strategic actions to address inequities along lines of race, income, disability, ELL, gender etc.
- Data Infrastructure Knowledge: understanding of local and statewide data sources, including from the Wisconsin State Department of Public Instruction and University of Wisconsin System.
- Data Analysis & Visualization: ability to analyze and visualize large data sets in Excel, Tableau and R. Knowledge of descriptive and statistical understanding of data to account for issues of reliability. Ability to assess potential biases in data and potential discrepancies in data, including subtle and nuanced discrepancies.
- Critical Thinking and Problem Solving: excellent ability to think strategically, break down complicated problems, translate complex information into a digestible format.
- Relationship Building and Collaboration: ability to develop relationships and trust among diverse stakeholders and professionals in sectors such as education, government, nonprofit, civic, business, healthcare etc.
- Planning & Organizing: self-starter with strong project management and organizational skills and ability to take initiative, juggle and follow through on multiple competing priorities with changing targets and deadlines. Proficient in Microsoft Office Suite and web-based applications and databases.
- Communication: excellent written, oral, and interpersonal communication skills as well as an ability to build trust and rapport with a variety of audiences. Ability to write reports, business correspondence, and design simple presentations.
- Adaptability: champions change and can adapt in a fast paced, ambiguous environment.

other job requirements

- Ability to pass a criminal background check.
- Valid Wisconsin driver's license, a reliable vehicle and proof of automobile insurance to get to and from meetings, events, and other work functions.
- Ability to work from 8:00am-4:30pm Monday through Friday with occasional hours on nights and weekends.

working conditions

- **Work Environment**: Our work environment is considered hybrid. All employees should have the ability to be onsite for their entire work week if their schedule requires it. Time is otherwise spent in-office, in-community and in a home office throughout a work week. Employees have a standup desk in the office and are issued a laptop for easy movement between our office, community, and home.
- **Physical Activities**: while performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, listen, operate a computer, operate a motor vehicle, and lift and/or move more than 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus. At times there may be heavy phone and email volume with extended periods of time working in front of a computer while at other times there may be bending and lifting that would occur outside of the office for setting up or tearing down of events. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made for individuals with disabilities to perform the essential functions of the job.

We recognize that the unique and diverse backgrounds, talents, skills, and contributions of every individual improve and enhance the quality of the organization. We believe creating an environment where everyone belongs, and thrives, is our collective responsibility. Therefore, we are committed to building a culture that attracts and sustains a diverse mix of professionals who are passionate about the work they do. We work to recruit, develop, and retain talented staff from a broad and diverse candidate pool. ABC is an equal opportunity employer that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve and National Guard status, or any other status or characteristic protected by law.

job description acknowledgment

I hereby acknowledge that I have received, reviewed, and fully understand the job description for the Data Manager. I further understand that I am responsible for the satisfactory execution of the essential functions described within the job description.

Printed Name

Signature

Date