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Position: Data Manager
Classification: Salary (exempt)
Status: Full time
Supervisor: Chief of Staff
Date last Update: June 13, 2022
Salary Range: \$55,000 - \$65,000

Summary

Reporting to the Chief of Staff, the Data Manager will be responsible for maintaining and reporting on Paterson Habitat for Humanity impact and outcome data across multiple departments. As a member of the Operations and Administration department, the position is uniquely placed in the organization – requiring ongoing communication with staff in a number of program areas. The nature of the work is diverse and requires the position to be knowledgeable in the breadth of Paterson Habitat’s programs and policies. This position is a hybrid, remote working/in office position.

Responsibilities

Responsibilities include but are not limited to the following:

- Data Management
 - Maintains Salesforce System (both non-profit success pack & Homekeeper Application)
 - Has oversight in the maintenance of the Co-Construct System
 - Responsible for the integration of Quickbooks online with both the Salesforce & Co-Construct systems
 - Designs and researches new evaluation plans and tools.
 - Creates and maintains impact/outcome dashboards for staff, as necessary.
 - Coordinates with relevant staff members across departments to support staff dashboard use.
 - Manages in house evaluations and assists on out-of-house evaluations of programs
 - Responds to outcome measurement requests from program staff and makes ongoing adjustments and changes to evaluation tools, as needed.
 - Identifies data quality issues related to outcome and impact measurement/tracking and implements plans for resolution.
 - Provides technical assistance and training in areas related to outcome tracking and user capabilities.
 - Assists in developing and maintaining agency-wide and program-specific outcome protocols and processes.
- Analyzing Data
 - Analyzes impact and outcome data, using both quantitative and qualitative methods.
 - Prepares written report, presents findings, and facilitates discussion of results with program staff.
- Reporting
 - Completes reporting and analysis needs in conjunction with other designated operations and cross-departmental staff.
- Other
 - Serves as the liaison to the IT support company Paterson Habitat for Humanity contracts with
 - Works with department interns and volunteers tasked with outcome measurement, performance management and/or program evaluation-related projects.
 - Other responsibilities as assigned by the position’s supervisor.

Qualifications

- Must love data!
- Bachelor’s degree required
- Excellent organizational and analytical skills and attention to detail as well as excellent oral and written communication skills.
- Experience in data tracking, data quality, and/or reporting, including data charts strongly preferred

- Ability to analyze and interpret data
- Ability to import/export data from various software platforms\
- Fluency in MS Office, particularly Excel
- Salesforce Experience is a must.
- Open and willing to participate in appropriate Salesforce trainings to further development.
- Salesforce Advanced Administrator credential preferred.
- Knowledge of Quickbooks/Salesforce Integrations desired.
- Ability to work independently
- Ability to prioritize and work on multiple projects
- Strong customer service skills required, including understanding and ability to work with people in a culturally diverse environment
- High standards of excellence and a “*do whatever it takes to accomplish the job*” attitude.
- Commitment to work toward a world where everyone has a decent place to call home.