Position: Data Management Analyst
Program/Department: Administration
Reports to: Chief Data and Strategy Officer
Hours: Full Time

Job Description

Position Summary:
The Data Management Analyst is responsible for oversight of data collection and integrity, and for performing data analyses across the BCS agency. This position will play a pivotal role in structuring and optimizing data practices at the administrative and program levels, including for more than 30 programs and services across BCS sites.

Responsibilities:
- Lead agency-wide protocols and procedures on data gathering, entry, integrity, analysis and outcome reporting
- Conduct data analyses to provide insights on program and administrative outcomes
- Work with staff to identify key program data for collection and analysis
- Build surveys, collection methods and standardization protocols for new and existing programs
- Create analyses, reports, and dashboards on data for internal and external purposes, including formal reports, and make recommendations
- Work closely with supervisors, division directors, and program directors on data protocols
- Oversee Apricot 360 database system for agency; act as lead system administrator for system
- Oversee and lead training of program and other staff on use of database systems
- Lead meetings on data insights and trends for staff
- Provide program outcomes and other data for development team and other fundraising grants or initiatives
- Maintain strict confidentiality both inside and outside the organization
- Other tasks as may be required

Qualification Required:
- Bachelor’s degree required
- 3 years+ working in a research, data management or analysis role
- Computer expertise in Microsoft office, especially analysis and presentation tools (Word, Excel, PowerPoint)
- Ability to present data for presentation to audiences (graphs, charts, etc.)
- Excellent research skills; ability to cull/identify city-wide/state or national data for comparisons or analysis
- Logical thinking, skilled, and strong interest program performance, analysis, optimization and outcomes
- Strong attention to detail and nuance for numerical and qualitative precision
- Excellent deduction and analytical skills to interpret and transform various types of data
- Excellent interpersonal skills, with tact and persuasive ability; strong oral and written communication skills
- Ability to work as a member of and with teams with all levels of staff
- Self-motivation and ability to problem solve
- Ability to analyze and make insights from large data sets
- Submitting a cover letter is required.

Qualifications Preferred:
- Graduate degree preferred
- Experience working with database systems, knowledge of Apricot 360/Social Solutions preferred

How to apply:
Click here to apply to the Data Management Analyst role