



Job Description

Title	Data Management Specialist
Department / Program	Advancement
Reports To	Chief Advancement Officer (CAO)
Exempt / Non-Exempt Status	Exempt
Full-Time / Part-Time Status	Full-time
Salaried / Hourly	Salaried
Salary Range	\$50,000-\$55,000
Education & Experience	<ul style="list-style-type: none">• Bachelor's degree• Experience in database building and management
Supervisory Responsibilities	<ul style="list-style-type: none">• N/A
Skills & Values Required	<p>Must possess and demonstrate:</p> <p>All-agency:</p> <ul style="list-style-type: none">• Alignment and commitment to values, mission, model, and vision of the agency• Commitment to equity and inclusion within the agency and across systems• Advocacy for excellence in child welfare and adult medical and behavioral health and well-being• Competence and confidence in building transparent, positive partnerships that will further the agency's mission• Strong written and verbal skills• Data-informed decision-making <p>Position-specific:</p> <ul style="list-style-type: none">• Ability to work collaboratively with leadership and direct service staff to create and maintain efficient and accurate data systems• Ability to assess, deliver, and evaluate direct service programming• Strong organizational, system building & strategic decision-making abilities
Other Requirements	<ul style="list-style-type: none">• Must pass Background Criminal Investigation (BCI) check• Must pass Child Protection Services (CPS) background checks for RI as well as any additional states, per Adam Walsh Act of 2006.• Must be fully vaccinated for COVID-19

	<ul style="list-style-type: none"> • Access to reliable transportation • Specific to staff-owned vehicles, staff must demonstrate: <ul style="list-style-type: none"> -Possession of valid driver’s license -Maintenance of clean driving record -Possession of valid and continuous auto insurance coverage that meets the state’s minimum requirements -Valid vehicle inspection sticker • Hold an active license with the RI Department of health (RIDOH) for applicable positions • Additional requirements, as outlined by service contracts, if applicable
Physical Requirements	<ul style="list-style-type: none"> • Prolonged periods of (1) sitting at a desk/meeting table and (2) working on a computer. • Ability to self-transport to client and agency-related meetings and work within the RI community • U.S. Bureau of Labor and Statistics Occupational Requirements Survey (ORS) of strength level category: Sedentary to Light work • Reasonable accommodations may be made to enable staff to perform the essential duties.
Duties & Responsibilities	
<ul style="list-style-type: none"> • Ensure all data systems are updated, well-organized, and meet outcome measurement and reporting needs. • Assist in selection and building of new data collection systems, including preparation for and migration to new system. • Create, manage, and share data dashboards and distribution lists across the agency. • Create and manage data collection from various tools, including surveys, focus group interviews, and stakeholder engagement. • Provide technical assistance training to staff as needed. • Assist with preparation of grant applications and reports. • Serve as back-up for website management, including updates, re-engineering, and content development. • Serve as primary point of contact to coordinate with outside consultants and contractors to support building and maintenance of data systems. • Maintain client confidentiality and conduct self in accordance with professional and ethical standards. • Contribute to and directly participate in additional support programming as assigned. • Participate in agency’s development and community outreach activities. 	

- Other duties as assigned

I have read and understand the above list of duties pertaining to the position and understand that it is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that may be required. I understand that duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

Staff Signature

Date

Supervisor Signature

Date