



[For Internal Applicants Only]

Data Manager Job Posting

JOB TITLE:	Data Manager
FLSA STATUS:	Exempt, Full-Time Position
BENEFITS:	Health Insurance, 403(b) Retirement Plan, Life Insurance, Flexible Spending Accounts (FSA), Employee Assistance Program (EAP) and Wellness Days.
POST DATE:	September 21, 2020
CLOSE DATE:	September 30, 2020

POSITION PURPOSE & SCOPE

The Data Manager will work with the Chief Operating Officer (COO) and data management team in order to support strategic guidance, plan and execute organization-wide, client-centered, data systems architecture. The Data Manager will support immediate reporting needs, dashboards, data analytics and evaluations across all Sacramento Covered programs.

Under the direction of the COO, the Data Manager oversees and leads a team of coordinators and or administrative staff in the management of project data including acquiring, validating, storing, protecting, and processing required data to ensure the accessibility, reliability, and timeliness of the data for its users and stakeholders.

TYPICAL DUTIES

- Ensure existing and new workflows align with organizational reporting needs and IT infrastructure;
- Ensure and evaluate quality project data collection, present results to team and evaluate data for project monitoring and support;
- Assist in creating and providing training for staff and key stakeholders about data collection, policy and procedures;
- Assist in determining the resources (time, data, money, equipment, etc.) required to complete the project;
- Create and manage detailed work plan which identifies and sequences the activities needed to successfully complete the project;
- Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project;
- Write reports on the project for management and for funders;
- Supervise, coach and mentor team members and/or volunteers;
- Ensure that the project deliverables are on time, within budget and at the required level of quality;
- Establish and maintain relationships with community based agencies, funders and stakeholders;
- Create and maintain comprehensive project data and documentation;
- Report and escalate to management as needed;
- Other duties as assigned.

JOB RELATIONSHIPS

- a. Responsible to: Chief Operating Officer
- b. Interrelationships: Chief Executive Officer, senior leadership, project managers, administrative staff and data management staff. Outside the agency, the position coordinates with project subcontractors, contractors, service providers, key stakeholders and community partners.

EDUCATION & EXPERIENCE

- Bachelors' degree (B.A.) with an emphasis in health, social services, psychology, communications or other related field;
- At least four years of experience working in a health, nonprofit, social services or data management field; or
- Equivalent combination of education and experience;
- At least two years of supervisory experience.

QUALIFICATIONS, KNOWLEDGE, ABILITIES

- Strong background in data management.
- Working knowledge of Salesforce preferred.
- Proficient in Microsoft Excel, such as creating pivot tables, charts and running and creating functions.
- Exceptional attention to detail, a high degree of technological proficiency and the ability to rapidly adapt to new systems and information.
- Working knowledge of not-for-profit organizations.
- Excellent verbal and written communication skills with ability to read, write, speak and understand English clearly.
- Knowledge of current developments/trends in area of expertise.
- Cultural awareness and competency skills.
- Awareness of socio-cultural characteristics of population served by Sacramento Covered.
- Detail oriented, organized and possess time management skills.
- Strong interpersonal skills with a demonstrated ability to work independently on individual and assigned tasks while exhibiting good judgment.
- Problem solving, decision-making and critical thinking skills required.
- Must be able to work flexible hours (morning, afternoon and or evening shifts including weekends as needed).
- Must have reliable transportation and be able to travel within the County.
- Must have a valid driver's license and pass a background/fingerprint check.

DESIRED KNOWLEDGE

Successful candidates will have working knowledge of healthcare trends, and will preferably have experience working with Medi-Cal population.

PHYSICAL FACTORS

Physically able to walk, stand, stoop and lift, good manual dexterity, visual and auditory acuity.

HOW TO APPLY

Internal Applicants: Please submit the following documents below through our [website](#) or by email to HR Manager, Lizette Rodriguez at lizette@sacramentocovered.org

1. Cover Letter
2. Resume

Your resume will not be considered if a cover letter is not included.

For more information about Sacramento Covered, please visit www.SacramentoCovered.org.

Sacramento Covered is a nonprofit, 501(c)(3) organization whose mission is to improve the overall health of residents in the region by connecting individuals and families to health coverage, primary care, preventive services and other healthcare related needs to live healthy lives.

Sacramento Covered is an equal opportunity employer. Sacramento Covered does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.