

# JOB DESCRIPTION



**Job Title:** Data Manager  
**Reports To:** Director of Operations  
**Status:** Full-Time, Exempt  
**Salary:** \$68,640 per year

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*Fresno Building Healthy Communities does not discriminate based on race, color, religion, origin, gender, national origin, age, marital status, military service, disability, or sexual orientation. Reasonable accommodation may be provided upon request. All applicants tentatively selected for this position must pass a background screening and submit to any required tests to screen for drug and alcohol use before employment.*

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## ORGANIZATION BACKGROUND

Fresno Building Healthy Communities (Fresno BHC) works with community leaders, non-profit and faith-based organizations, and policymakers to foster and encourage thriving communities where all children and families can live healthy, safe, and productive lives.

Fresno BHC's work is grounded in the underlying belief that social, environmental, political, and economic factors impact the health and well-being of individuals and the community. Fresno BHC works to continually engage a diverse constituency across the Central Valley around issues related to health, land use, outdoor access, youth leadership, civic engagement, community safety, and economic development, with a particular focus on residents living in central, southeast, and southwest Fresno.

Representing more than 97,000 south Fresno residents, Fresno BHC is leading a movement to change policies and systems and create *one healthy Fresno* for everyone.

## POSITION DESCRIPTION

Under the general supervision of the Director of Operations, the Data Manager is responsible for developing, overseeing, organizing, storing, and analyzing data and data systems. The Data Manager ensures consistency and integrity of data; oversees collection and reporting of complex, related information; interprets data, including statistical values, and provides advice and consultation regarding implications; may make recommendations for adjustments, conducts needs assessments, designs and creates databases, survey tools, participates in testing and implementation of new tools and/or enhancements and modifications to existing systems, and provides assistance and training to system users.

The primary candidate will have a data analytics skill set and the ability to develop data-oriented systems to meet the organization's needs. Duties include developing basic applications within the Microsoft environment (Power Apps, Power BI, Workflows, etc.), developing procedures and policies for data management, performing data-related tasks, and managing tables in an SQL Server.

This role does not have supervisory responsibilities but is a significant contributor to the Learning and Evaluation department, which manages data governance, data standards, information privacy, business intelligence, and reporting.

## RESPONSIBILITIES

1. Prepare and implement data collection and analysis processes, including optimizing statistical efficiency and quality.
2. Ensure all data is comprehensive and clean.
3. Data mines from sources outside the organization (e.g., public databases).
4. Designing, developing, and modifying data infrastructure to accelerate the processes of data analysis and reporting.
5. Review graphs and tables to ensure accuracy and quality.
6. Develop standards of operation when handling and archiving data.
7. Ensure data and information security by integrating and upholding digital security systems.

8. Oversee the integration of streamlined processes and initiatives.
9. Evaluate the design, selection, and implementation of database changes.
10. Day-to-day information technology management, including databases, integration services, and business intelligence tools. Ensure proper sorting and organizing, and ensure data is adequately backed up.
11. Responsible for creating, documenting, and managing data integration between database systems, maintaining data integrity and security, and taking extra security precautions when handling personally identifiable data.
12. Collaborate with other data management team members and partners in planning and implementing data quality assurance plans and resources.
13. Ensure quality results by adhering to legal, regulatory, and established standards and procedures.
14. Interpret data, analyze results using statistical techniques, and provide routine and special reports.
15. Filtering and "cleaning" data by reviewing computer reports, printouts, and performance indicators.
16. Maintain proficiency concerning statistical programming and methodology and applying new and varied methods
17. Effectively utilize current technologies and available tools for conducting analyses.
18. Develop formats and dashboards and present reports and graphic presentations. Perform data requests promptly.
19. Consult with executive and senior staff to understand requirements and opportunities to support data-informed decision-making.
20. Perform other ad hoc data management activities and reports.
21. Provide leadership on all aspects of data management.
22. Attend internal and external meetings as approved and assigned.
23. Proactively evaluate potential problem areas and initiate action to limit adverse outcomes.
24. Review procedures and recommend efficiencies to the Director of Operations as appropriate.
25. Train and assist staff and project partners with data collection and established processes.
26. Other duties as assigned.

## **REQUIREMENTS**

To perform successfully, the Data Manager must be comfortable working independently, detail-oriented, highly efficient, and able to manage several tasks simultaneously. They must also regularly meet the position's responsibilities, deadlines, and high-quality standards for all activities and materials.

They must graduate from an accredited college or university with a bachelor's degree in computer science, data science, mathematics, statistics, or an equivalent discipline. They must also have at least two years of experience with Microsoft applications, SQL, Linux, and similar applications and demonstrate the ability to work in a fast-paced environment with competing demands. Candidates with Microsoft certifications are strongly preferred.

Must possess a valid California driver's license and verifiable automobile insurance, have a reasonably reliable automobile for use on the job, pass required background checks, and occasionally be able to lift up to 40 pounds.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

1. Deep interest in and commitment to the vision, mission, and work of Fresno BHC.
2. Must be flexible and adaptable; a creative thinker and problem solver who is also open to the insight of others, professional demeanor, and ability to respond calmly and positively to rapidly changing situations.
3. Passionate about quantitative analysis to drive decision-making.
4. Strong writing and strategic, analytical, and logical thinking skills.
5. Excellent organization and attention to detail, proven competence with collection and management of documentation and paperwork.
6. Ability to understand and carry out oral and written instructions.
7. Strong listening, interpersonal, networking, and customer service skills; ability to communicate effectively, clearly, and concisely.
8. Experience producing reports, profiles, correspondence, graphs, and spreadsheets to track, generate, and present data. Thorough skills in analysis and consultation.

9. Strong communication skills; comfortable representing the organization in meetings and larger venues.
10. Ability to work independently and within a team, solve problems in maintaining databases and tracking systems, and be flexible.
11. Advanced computer skills, including Microsoft Suite, knowledge and practice with various electronic data capture systems, including REDCap, Qualtrics, SQL, and Linux.
12. Must be able to operate modern office equipment, including computer hardware, software, copy machines, scanners, and multi-line phone systems.
13. Demonstrated experience preparing data tables and managing large datasets.
14. Must be able to maintain accurate records and compile reports of descriptive statistical data.
15. Display a high degree of initiative, maturity, integrity, loyalty, accountability, creativity, and sound judgment, with the ability to maintain strict confidentiality.
16. Demonstrated ability to develop and maintain effective working relationships with co-workers, partners, and people from diverse backgrounds and communities.
17. Willingness and desire to participate in unexpected projects and support the team in attaining organization-wide goals and objectives.
18. Ability to speak, read, and write a second language is highly preferred.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to use hands and fingers. The employee must frequently stand, walk, sit, reach with hands and arms, kneel, talk, and hear. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The position typically works indoors in an air-conditioned office with natural, incandescent, and fluorescent lights. Acoustic ceilings, carpets, and sound-deadening wall panels mute typical noise levels. Occasionally, the position is called upon to work outside of the office at a public meeting or event. Some occur indoors, while others occur outside with exposure to weather, temperature extremes, and moderate noise levels. This position requires travel and the ability to interact with others in both small and large group settings. This position may sometimes include extended physical activity, such as walking/standing at community events and/or moving and setting up equipment. The employee is frequently required to meet multiple demands from several people.

*NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements, which may change from time to time based on business needs. When appropriate, reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions so long as those accommodations do not create an undue hardship for the company. However, regular attendance and promptness are part of each employee's essential job functions.*