



United Way of Tucson
and Southern Arizona

Data Manager Full Time, Exempt

Job Summary

The Cradle to Career Partnership (C2C) of Pima County is a county-wide initiative to prepare every child for success in school and life, ensuring the economic vitality of our community.

The Data Manager is responsible for analysis of data, creating key data visualization and to ensure impactful and actionable outcomes reporting for the C2C partnerships included funders, grantee and investing partners and stakeholders. This position reports to the Senior Director of Data. The position is ideal for a motivated individual who is eager to learn, detail-oriented, proactive, a systems thinker, and communicates effectively. Work is done primarily in the office with expected local and out of state travel.

All United Way of Tucson and Southern Arizona (UWTSA) programs and strategies work toward eliminating racial, ethnic, and socio-economic disparities for an educated, thriving, and equitable community.

United Way offers competitive wages and a generous benefits packet with employer contributions for full time employees including medical, dental, 401K, HRA, PTO, 12 paid holidays, and opportunities for educational and professional development. For more information about our organization, see www.unitedwaytucson.org.

Salary range: \$48,000 - \$55,000 this is a grant funded full-time, exempt position.

Essential Duties and Responsibilities

- Responsible for data integration, and design across C2C programs.
- Knowledge of Excel, Alteryx, and Tableau.
- Support the design, construction, and implementation of technologies and tools to increase effective data use, internally and externally.
- Ensure impactful and action-oriented engagement of C2C stakeholders and partners related to data collection,
- Facilitate meetings with stakeholders.
- Assist in cleaning, aggregating, and visualizing data.
- Lead technical support for, a shared online case management data tool, including participating in relevant training to ensure data quality, ability to customize the interface, and create customized reports.
- Oversee updating of data tools, such as interactive dashboards and data reports.
- Create presentations on community and partner data, results, and insights.
- Upholds high standards of data security, privacy, and ethics.
- Monitor and document the progress of partners and collaboratives.

- Other duties as assigned.

Minimum Qualifications, Skills and Abilities

- Bachelor's degree in mathematics, statistics, computer science, public administration, education, social work, family studies, human services, research methods or a related field.
- Coursework and/or experience in data visualizations, research methodology, statistics, or relevant fields.
- Passion for making data actionable while managing the quality & accuracy of data and analytics.
- Commitment to ensuring equity and excellence in education for children.
- Knowledge of methods and procedures to research and interpret data/information.
- Demonstrated success in managing multiple projects.
- Advanced knowledge of Microsoft Office Suite.
- Ability to define problems, collect data and draw conclusions to support evidence-based decision-making.
- Ability to communicate effectively with a wide range of audiences.
- Experience with data management and tracking tools such as Apricot, or equivalent helpful.
- Experience with data visualization and/or data analytics software such as Tableau, Alteryx, or equivalent.
- Knowledge of relational databases, database design, and query writing. Some background in statistics.
- Knowledge of publicly available datasets related to education and employment outcomes.
- Excellent communication and presentation skills.
- Experience creating analytical products such as visualizations, dashboards, metrics, etc.
- Experience in continuous quality improvement tools and techniques.
- Excellent project management and organizational skills.
- Ability to manage details and work proactively and independently.
- Excellent written and oral communication skills and strong interpersonal skills required.
- Knowledge of early education and K-12 landscape and issues, including alternative educational pathways, is highly desired.
- Demonstrated passion for the transformative power of education will be a key qualification for any applicant.
- Ability to work flexible hours as needed depending on organizational needs and high-volume conditions.
- Must possess current and valid Arizona Driver's License and provide proof of auto insurance.
- Ability to maintain composure under high-volume conditions.
- Ability to occasionally lift up to 25 lbs. when necessary.

CONFIDENTIAL DATA

This position has access to sensitive and confidential information and is trusted to maintain these files and documents properly. These documents include but are not limited to, financial information, grantee information, and other business-related material. Failure to safeguard this information could result in a loss of trust and reputation internally and externally.

Upon hire and/or prior to starting employment with us, the successful candidate will be required to provide evidence of COVID vaccination or provide proof of eligibility for me.