



United Way of Tucson
and Southern Arizona

Data Manager Full Time, Non-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.

As part of a collaborative team, the Data Manager is responsible for analysis, creating impactful visualizations, sharing results, researching relevant data sources and best practices, and collaborating with C2C partners and stakeholders to use data for improved educational outcomes in our community. 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.

Wage: \$23.07/hr. - \$26.44/ hr. This is a grant funded full-time, non-exempt position.

Essential Duties and Responsibilities

- Ensure impactful and action-oriented engagement of C2C stakeholders and partners related to data use and continuous improvement.
- Assist in collecting, cleaning, analyzing, and visualizing data, including client surveys, student assessments, and publicly available data related to education/career outcomes.
- Monitor and document the progress of partners and collaboratives, including identifying metrics and outcomes.
- Facilitate internal and external meetings to drive collaborative community action with data.
- Update data tools, such as interactive dashboards and data reports.
- Support the implementation of technologies and tools to increase effective data use, internally and externally.
- Provide technical support for a shared online case management data tool, including participating in relevant training to ensure data quality and create customized reports.
- Present community and partner data and insights to communicate progress and impact.
- Upholds high standards of data security, privacy, and ethics.
- Other duties as assigned.

Qualifications, Skills and Abilities

- Bachelor's degree in education, public administration, family studies, human services, psychology, social work, public health, social science research methods or a related field.
- Experience and/or coursework in basic statistics, evaluation, data visualizations, research methodology, or related areas.
- Experience creating analytical products such as visualizations, dashboards, metrics, etc.
- Knowledge of publicly available datasets, particularly education and employment outcomes.
- Experience and/or coursework in collective impact, community development, needs assessment, or related areas preferred.
- Experience engaging with community organizations to support collaboration and co-ordination preferred.
- Ability to define problems, gather data and information to draw conclusions to support evidence-based decision-making.
- Demonstrated success in managing multiple projects and strong organizational skills.
- Ability to manage details and work proactively and independently.
- Excellent written and oral communication skills and strong interpersonal skills required.
- Ability to effectively engage and communicate with diverse audiences and communities.
- Experience in continuous quality improvement tools and techniques preferred.
- Advanced knowledge of Microsoft Office Suite.
- Experience with data visualization and/or data analytics platforms such as Tableau, Alteryx, or equivalent
- Experience with data management and tracking tools such as ETO, Apricot, or equivalent preferred.
- Passion for making data actionable while managing the quality and accuracy of data and analytics.
- Commitment to ensuring equity and excellence in education for children.
- Knowledge of early education and K-12 and post-secondary landscape and issues, including alternative educational pathways, is highly desired.
- 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 medical exception.