Data Manager

NeighborhoodInfo DC Job Description

Through policy expertise and the ability to transform data into actionable information, NeighborhoodInfo DC seeks to build the capacity of residents, community organizations, foundations, and local government to use data for decisionmaking, program planning, and advocacy to improve the quality of life for low-income neighborhoods and residents in the District of Columbia and the Washington region.

NeighborhoodInfo DC’s data manager will design and oversee data development and procedures, ensuring quality and uniformity of information processing, use, and sharing; and help train and guide staff on proper NeighborhoodInfo DC data handling and analysis methods.

# Duties

Manage warehouse

* Work with leadership team to set priorities and develop a work plan for managing the NeighborhoodInfo DC data warehouse.
* Ensure data sources are updated regularly.
* Verify data quality.
* Write and implement warehouse procedures.
* Develop new tools for processing, analyzing, and reporting data.

Develop data sources

* Identify new sources of data to expand warehouse data holdings.
* Manage the process of obtaining new data, documentation and negotiating MOUs.
* Develop procedures and programs for incorporating data into warehouse.

Develop staff capacity

* Communicate with NeighborhoodInfo DC and Urban staff about warehouse procedures.
* Train staff on appropriate procedures and provide guidance as needed.
* Oversee staff data work to ensure that warehouse standards are met.

# Skills

* Data analysis and presentation skills, including data visualization.
* SAS programming: including advanced data step, macro, ODS, and SQL.
* ArcGIS.
* Git/GitHub.
* Database design, organization, and documentation.
* Communication and writing.

# Performance Standards

* Must take initiative and be able to work independently to help NeighborhoodInfo DC achieve its goals.
* Advanced programming skills are essential.
* Must be capable of high quality, detailed work.
* Must be able to communicate clearly and work well with others.
* Must be able to conceptualize tasks and manage work flow for NeighborhoodInfo DC overall for projects and data requests running concurrently.
* Must be able to manage staff (junior and senior) to accomplish work flow.

# Commitment

Time commitment depends on available NeighborhoodInfo DC funding. Our goal is to be able to support this role at a 0.25 to 0.50 full-time equivalent level.