Data Manager

The Piton Foundation

Post Date, November 4, 2010: Open until filled

The Piton Foundation is a private, operating foundation funded to develop and implement programs to improve education, expand economic opportunities for families, and strengthen lower-income communities.   The Data Initiative is one of the foundation's programs with a focus on 1) democratizing data and putting it into the hands of people who can use it most effectively and 2) using data to support Piton's own activities on behalf of low-income children and families.

To learn more, visit www.piton.org

DESCRIPTION:

The Data Manager is a full-time, technical position to assist in the implementation of Foundation initiatives and related projects. Areas of responsibility include development, architecture, usage, efficiency, accuracy, maintenance, and administration of Piton's computerized data sets and data warehouse, information management, data analysis, and support of research activities.

Duties include, but are not limited to the following:

- Developing and maintaining the data warehouse and documenting and integrating data from a variety of primary and secondary sources;
- Providing technical assistance, social research and analysis in support of Foundation initiatives;
- Working collaboratively with Piton staff to identify and secure appropriate data sources to expand the data warehouse;
- Working with staff in data analysis strengths/limitations and best data dissemination techniques;
- Processing and "cleaning" data as needed;
- Ensuring that data are reliable and comply with standards in regards to accuracy and confidentiality;
- Developing and maintaining data documentation packages and determine all data protocols;
- Updating and maintaining Piton's website and web applications; and
- Working with staff to fulfill data requests and provide assistance and training where required.

QUALIFICATIONS:

This position requires a bachelor's degree in information systems, geography, urban planning or a related field and at least 1 year of experience in database management and statistical analysis. Advanced degree preferred.

Required skills and knowledge include:

- Database management skills (SQL/Visual Basic), proficiency in MS Office Suite (Excel/Access) and GIS software (ArcView);
- Strong background in computer applications used for analysis and data management;
- Ability to communicate data and technical issues to persons with a range of data expertise;
- Ability to work both independently and as a team-member within tight timeframes;
- Excellent writing and interpersonal skills;
- Proficiency of ESRI's core GIS software products including knowledge of cartography and map design using ESRI desktop and server software; and
- Knowledge of principles and applications of social science, including human geography, urban and neighborhoods planning, housing, education, health, and other social issues;

COMPENSATION AND BENEFITS:

Annualized starting salary of $45,000 - $55,000 depending upon skills, qualifications, and experience. Benefits include life, disability, health & dental insurance, 401(k) plan, vacation time, sick time, holidays, a parking pass and RTD Eco Pass.

TO APPLY: Submit resume with cover letter and work samples

to: or mail to:
The Piton Foundation
Denver, Colorado