

Sample Job Description 1

Position: Data Manager

Organization Description: <2-3 summary sentences about your organization, such as your mission statement, what you services you provide, and who you serve.>

Job Description: The Data Manager will be responsible for planning, developing, implementing, and overseeing a comprehensive data strategy for <program name>. The Data Manager will work across all content areas (including ERSEA, education, family engagement, disabilities services, and health & nutrition services) to push <program name>'s agenda to use data-informed decision-making throughout the program.

The Data Manager will be responsible for training and monitoring staff on data quality and integrity and for conducting regular data analysis, creating data visualizations, and communicating relevant information to staff.

Job Responsibilities:

- Review (and revise as necessary) <program name>'s data strategy, maintaining compliance with the Head Start Program Performance Standards
- Lead improvement or upgrade of existing data systems, processes, and procedures to align with data strategy, as necessary
- Provide (or arrange for) training and technical assistance for program staff
- Perform regular audits of and monitor data collection to maintain integrity and quality
- Produce regular progress reports, conduct data analysis, and provide relevant visualizations and reports to leadership team
- Collaborate with other departments to develop and provide additional data analysis, visualizations, and reportsIdentify additional opportunities for data-informed decision-making and develop relevant reports
- Supervise the Data Analyst
- Other duties as assigned

Required Qualifications:

- 3-5 years of professional experience in data systems or analytics, with at least one year of supervisory experience
- Bachelor's degree in mathematics, statistics, computer science, or related field
- Experience with Microsoft Office
- Familiarity with <databases/systems in use>
- Strong written and oral communication skills

Preferred Qualifications:

- Master's degree in mathematics, statistics, computer science, or related field
- Prior experience with <databases/systems in use>
- Knowledge of early childhood education

Salary: <Insert here: Specific salary range or "Commensurate with experience" are both applicable. Provide any relevant information on additional benefits, such as medical insurance, retirement plans, and holiday/vacation time.>

How to Apply: <Depending on your hiring system: "Submit a resume and cover letter to <appropriate e-mail address>" or details on submitting through the job posting site or your organization's job portal.>