



## **Data and Development Manager Job Description**

**Position Title:** Data and Development Manager

**Reports To:** Co-Executive Directors

**Compensation & Time Commitment:** Annual salary range is \$45,000-55,000 plus a robust benefits package. This position is full-time and non-exempt, and requires some evenings and weekends.

### **Organizational Overview**

NMCAN partners with young people to build community, promote equity, and lead change. We foster a culture of innovation and collectively organize to create new narratives, practices, and policies that support community-centered care for New Mexico's youth and families. NMCAN has an organizational commitment to address and eliminate racial and ethnic inequities in systems that impact families and young people.

### **Overall Job Description**

The Data and Development Manager contributes to various aspects of the organizational advancement strategy with particular focus on grant writing, reporting, data management, and evaluation. The Data and Development Manager is responsible for developing and maintaining an organization-wide data system; the Data and Development Manager will establish a continuous quality improvement process to analyze and provide data to make thoughtful and equitable data-driven decisions while promoting successful community-based approaches that may be missed by traditional evaluation fields. The Data and Development Manager also works closely with the Co-Executive Directors to cultivate existing relationships with funders and draft grant applications and reports which ensure we have the necessary resources to conduct our programming. The Data and Development Manager must be committed to our mission and values of authentic youth engagement, building community, equitable opportunities that promote race equity, diversity, and inclusion, and strength-based practice.

### **Major Responsibilities & Duties:**

#### *Data Management*

- Lead internal and external teams to develop, implement, maintain, and modify data system(s) across the organization. Data system(s) will include data related to but not limited to young people in NMCAN programs, volunteers, stakeholder relationship building, revenue, and events
- Complete ongoing maintenance of the organizational database, including guiding regular data entry, reporting and evaluation, and organizational procedures
- Work with staff to monitor and refine measurable outcomes related but not limited to our program logic models
- Set the standard of data capture required within the organization, and train staff to gather, track, and enter the required data to inform organizational and programmatic decisions
- Monitor and evaluate organizational and program data in collaboration with the Leadership Team for continuous quality improvement
- Build and maintain data reports and visualizations to display young people's progress and key outcomes
- Manage and track data and evaluation to assess opportunities and provide the Leadership Team with recommendations that supports our programming, improves our organizational procedures, and furthers our mission and strategic goals



- Provide additional data reporting and analysis as needed for internal and external accountability and compliance

#### *Funder Partner Support*

- Write grant proposals and reports to funders, in close partnership with the Co-Executive Directors
- Manage the organizational grants calendar to ensure all funding proposals and reports are submitted in a timely and efficient manner
- Assemble required documents for grant and report submissions
- Support the Co-Executive Directors in managing relationships with prospects and donors, including crafting thank you notes, writing donor and prospect correspondence, preparing for meetings/events, and conducting other cultivation activities
- Lead the coordination of grant applications and reporting for staff, including leading communication of reporting, timelines, and budgets to supporting teams
- Collaborate with the Communications Manager to identify data and draft organizational language that advances the mission and objectives

#### *Administrative Support*

- Prepare materials to share with stakeholders including letters, reports, and other collateral
- Other duties as assigned

#### **Minimum Qualifications and Experience:**

A minimum requirement of a bachelor's degree in a relevant field and 3-4 years of related experience. An equivalent combination of education and/or experience may be substituted, as long as it directly relates to the essential duties and responsibilities. Experiences in the fields of health, policy, social science, library science, and/or liberal arts may be relevant. Early to mid-career professionals with an interest in building their capacity in analyzing and working with data are encouraged to apply. A strong desire to engage in the difficult and transformative work of challenging systems of oppression, institutional and structural racism, and implicit bias is required.

#### **Communication**

- Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques
- Ability to develop and present information to various audiences
- Strong desire and ability to communicate and work with young people ages 14-26 from diverse racial, ethnic, socioeconomic, and gender backgrounds
- Strong interpersonal skills with the ability to communicate effectively with stakeholders from diverse racial, ethnic, socioeconomic, and gender backgrounds
- Ability to hold others accountable, while being cognizant of diverse perspectives
- Strong analytical writing skills and oral communication skills

#### **Commitment to service**

- An understanding of the concepts of institutional and structural racism and bias; and a genuine commitment to equity and inclusion
- An ability to effectively work with people from diverse backgrounds, including age, race, ethnicity, gender identity, and lived experiences
- Enthusiastic and positive attitude about changing systems and community perspectives

#### **Professionalism**



- Strong organizational skills and ability to manage multiple priorities at once
- Ability to think and plan strategically
- Set priorities, monitor progress towards goals, and effectively track details, data, information, and activities
- Ability to work well independently and as a member of a diverse team
- Work well under pressure in a fast-paced environment to meet deadlines while being fluent in the ability to create clear, engaging data and grant applications and reports
- Be able to exercise excellent judgment, decorum, confidentiality, gratitude, and diplomacy in all interactions with internal and external stakeholders
- Demonstrated ability to assess problem situations, which includes identifying causes, gathering and processing relevant information, generating possible solutions, and making recommendations and/or resolving problems
- Commitment to organizational efficiency and effectiveness
- Willingness to be flexible with work hours
- Willingness to have authentic and courageous conversations internally with colleagues and externally with partners to enact systems change
- Capacity and willingness to self-reflect

#### **Skills**

- Strong analytical skills and the ability to understand, review, and analyze information
- Understanding of data processing techniques with working knowledge of Salesforce is preferred but not required
- Love of details, data, and working the back-end of a database to improve user experience
- Natural curiosity and desire to figure out the optimal way to get the information we need
- Ability to analyze and interpret a variety of complex data, ideas, and situations
- Strong attention to detail
- Highly organized and process oriented
- Thoughtful and skilled facilitator who has the ability to translate databases to users with various levels of ability
- Working knowledge of Microsoft Office applications and Google Apps
- Exercises efficient and effective decision making and problem solving
- Provide others with clear direction while encouraging innovation and initiative

#### **Other**

- A valid New Mexico driver's license is required, and the position may be required to drive their personal and the organizational vehicle for work-related purposes
- COVID-19 vaccine and boosters are required
- This position is required to undergo an employment background check at the time of hire. Findings do not categorically disqualify a candidate

To apply, please email a cover letter and resume to [apply@nmcan.org](mailto:apply@nmcan.org). The cover letter should highlight why you are interested in the position and what makes you a strong candidate. Please submit your application by July 31, 2022 in order to be considered for this position. A writing sample may be requested from candidates.

***NOTE: NMCAN's office will be closed for the month of July to allow our team to rest, rejuvenate, and reflect. We will commence interviews for the position when we return in August.***