

Position: **DATA MANAGER, IMPACT**  
Department: **STRATEGY & LEARNING**  
Reports to: **SENIOR DIRECTOR, DATA OPERATIONS**  
Date Prepared: **April 4, 2018**

## THE ORGANIZATION

United Way of Salt Lake's mission is to build powerful partnerships that achieve lasting social change. We implement data-driven, equitable practices to eliminate barriers to success, and create opportunities and solutions that assist people to achieve their goals, dreams, and human potential. Our workplace is fast-paced, progressive, innovative, friendly, and adaptive; our core values are: Relationships, Results, Innovation, and Continuous Improvement. At UWSL we believe in celebrating success, learning from failure, and setting ambitious goals. Our wages are competitive, the benefits package is comprehensive, and perks like flexible schedules and staff parties make every day unique.

## POSITION SUMMARY

Core to its work, UWSL convenes and facilitates outcomes-focused partnerships that exist to change conditions of well being for entire populations. The Data Manager leads the data team's effort to make population and program-level data available to these partnerships in order to facilitate data-driven decision making. This position guides the collection, organization, understanding and use of these data and maintains key external relationships in order to maintain data access.

## ESSENTIAL FUNCTIONS

- **Data support for collaborative action.** Using the StriveTogether Theory of Action and related tools, act as partnership staff's point of contact on data related topics:
  - Maintain a robust understanding of UWSL's outcomes-focused networks and of best practices in using data to drive for social change.
  - Create, maintain and/or oversight of results-based action plans and other tools and documents that guide partnership decision-making.
  - For every partnership at every level, make total population size, trend data, and disaggregated proficiency data available.
  - Work with partnership staff, data team members, and external partners to use this data and other resources to identify key drivers and validate key drivers using local data.
  - Work with other team members to mine and make accessible to UWSL staff data on bright spots specific to each outcome and community, in ways that help partnerships tell their story and scale promising approaches.
  - Serve as the data lead for all activities related to UWSL's participation in the StriveTogether network.
- **Data access.**
  - Act as point person and relationship manager with state agencies (including but not limited to the Utah Department of Health, the Utah State Board of Education, Utah System of Higher Education and Utah College of Applied Technology, and the Department of Workforce Services), the County, and other partners to determine ways of working together, negotiate and execute sharing agreements, and secure quality, timely data.
  - Ensure that, at least annually, UWSL has accurate and up-to-date disaggregated data on each of the outcomes and indicators around which it convenes partners.
  - Participate in external data committees as agreed upon with supervisor.

- **Data support for marketing and engagement.** Maintain deep understanding of what data is available to help us describe our impact. Be a go-to data team member to liaise with UWSL's marketing, resource development, and public policy teams to provide timely, accurate data that helps us tell our story and engage people in our work.
- **Other duties as assigned.**

## REQUIRED COMPETENCIES

- **Continuous improvement.** Confidence and humility to ask questions, admit and address challenges, "fail forward," and learn and test continuous improvement tools and techniques.
- **Technical Skills.** Ability to anticipate the impact of emerging technologies and make adjustments, to adopt new technologies (and to expand knowledge within the technologies they know well); and to build capacity among others to access, understand, describe and use data and technology platforms.
- **Project Management Skill.** Ability to define a project's scope, resource requirements, dependencies, steps and timelines and to manage against these, while also attuning to relationship management needs.
- **Integrity.** Gains the trust of others by taking responsibility for own actions, and telling the truth; stays current on the rules and regulations that govern their area of responsibility; maintains and respects confidentiality of sensitive information; and recognizes and learns from mistakes.
- **Strategic Mindset.** Ability to anticipate future needs/realities; to help stakeholders strategize around what data might help them move key work forward; and to draw connections across people, plans, and conversations.
- **Communication.** Ability to write and speak with diverse stakeholders; to discuss complex data topics in ways that are appropriate to the audience; and to understand how data tools are used and to learn from that knowledge.
- **Manage Self.** Ability to operate effectively, even when things are not certain or the way forward is not clear.

## MINIMUM REQUIREMENTS

- Bachelor's Degree in a relevant field. Master's Degree preferred.
- Two years data and research experience, including proficiency with Excel for reporting and visualization.
- Experience working with Tableau preferred. Proven ability to visualize data in user-friendly ways required.
- Experience organizing data in relational databases and complex spreadsheets. Advanced excel skills.

## PHYSICAL REQUIREMENTS

The employee regularly communicates with internal and external stakeholders and is required to communicate clearly, in oral and written formats and must be able to exchange accurate information. The employee must be able to transcribe, read extensively, prepare and analyze data and figures, operate a computer and other standard office machinery. The employee is required to regularly travel to locations outside of UWSL facilities to set-up and deliver presentations in both physical and electronic forms.

## COMPENSATION

This is an exempt position, salary to commensurate with experience

## APPLY

Please visit UWSL's [Employment Opportunities](#). A complete application will include a resume and cover letter. You may contact [jobs@uw.org](mailto:jobs@uw.org) if you have any questions regarding employment opportunities.

*NOTE: The statements in this position description are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of the person employed. Also, the statements do not establish a contract for employment and are subject to change at the discretion of the employer.*