



New Beginnings empowers survivors and mobilizes community awareness and action to end domestic violence.

Job Announcement

DATA MANAGER

Join a diverse and vibrant community of activists working to end gender-based violence at New Beginnings. BIPOC, members of the LGBTQ community, Survivors and those with bilingual skills are strongly encouraged to apply.

New Beginnings is committed to creating a diverse, welcoming and positive workplace. Please include a cover letter telling us about your passion for our mission and any work, volunteer or life experience you have that is relevant.

New Beginnings values your lived experience. **To apply, please email a cover letter detailing your abilities relative to this position along with your resume to info@newbegin.org.** Open until filled. Additional agency information available at www.newbegin.org

RESPONSIBILITIES: Manages agency databases and data systems, ensuring that all are maintained and refined to meet current internal and contractual needs, that staff are adept at database use, and that data used for internal purposes and provided to funders is accurate and tells a rich and interesting story of our work. Analyzes data and presents it in compelling ways for various audiences.

REPORTS TO: Executive Director

SUPERVISES: Part Time Salesforce Administrator and Data Coordinator

HOURS: 40 hours/week, Monday through Friday, occasional off-hours as needed

COMPENSATION: \$34/hour; medical, dental & vision benefits; monthly paid trainings; training allowance; paid leave; life insurance; retirement contribution. This is an exempt position.

RESPONSIBILITIES:

General

- Maintains up to date knowledge about, and facility with, all databases utilized by New Beginnings and external databases utilized by to agency government funders.
- Collaborates with program staff and data team to ensure data completeness and accuracy.
- Assesses data reporting systems on a regular basis to identify opportunities to enhance or streamline processes.
- Attends monthly staff meetings, and other meetings as needed.

DVHipline VisionLink Database (Internal) – 60%

- Maintains the DVHipline **VisionLink** database, serving as administrator and ensuring its further refinement and upgrades to meet program needs, and troubleshoots as database issues arise.
- Ensures VisionLink integrations with external resource databases and Ring Central telephony system are working appropriately and maintains communication with resource database partners.
- Serves as an ongoing database resource for the DVHipline leadership team, ensuring they are adept with VisionLink and can function optimally as database resources for frontline staff.
- Trains staff in VisionLink as needed.
- Ensures that compelling DVHipline data is distributed to community partners on a regular schedule.
- Utilizes Excel when needed to explore data and produce ad-hoc reports.

Salesforce Database (Internal) – 15%

- Supervises and collaborates with the Salesforce Administrator to ensure ongoing refinement, upgrades, and development of the Salesforce database to meet the needs of New Beginnings' Community Advocacy, Home Safe and Social Change Programs.
- Supervises the Data Coordinator to ensure that designated Salesforce program data and staff records tasks are complete and accurate.

Funder Reporting (External) – 15%

- Maintains thorough ongoing knowledge of agency program contract reporting requirements.
- Stays abreast of changing funder database requirements.
- Ensures that all agency funder data reports are submitted on schedule, and compiles funder reports as back-up to staff as needed.
- Supervises the Data Coordinator's entry of service data into external funder databases (currently **HMIS**, **InfoNet** and **CORE**), supplementing those efforts as needed.
- Collaborates with the DVHpline leadership team to build or refine data reports in **DOMO**.
- Assists program staff with responding to data and records requirements for contract monitoring processes as needed.

Data Analysis and Presentation – 10%

- Collaborates with the Salesforce Administrator and program staff to use current data and identify new data needs to effectively tell survivors' stories and New Beginnings' impact, and advance the agency commitment to equity for BIPOC, LGBTQ+ and immigrant survivors, and survivors with disabilities.
- Scans the horizon for innovative ways that New Beginnings' can chart and present its impact through data, creating accessible, compelling, and innovative data analysis and trend presentations for staff, board, community partner and funder use.

QUALIFICATIONS:

- Commitment to the mission of New Beginnings, and sensitivity to the experiences and needs of domestic violence survivors and wider community we serve.
- Dedication to the agency commitment to promote equity for survivors from traditionally marginalized communities.
- At least four (4) years' experience with database systems, administration, and analysis.
- Strong understanding of CRM database design and functionality, with ability to quickly grasp new technology systems. Experience with **Salesforce** and/or **VisionLink** preferred.
- Moderate to high level of proficiency in Excel
- Curiosity, with an analytical mindset and tenacious problem-solving skills
- Strong attention to detail and high level of accuracy in working with data.
- Experience with thinking creatively about data needs and presentation, and willingness to learn new methods and strategies.
- Ability to communicate effectively both verbally and in writing and communicate about data and technology in an accessible way to a variety of audiences.
- Experience with supervision a plus.
- Experience with project management a plus.
- Demonstrated ability to prioritize responsibilities and projects based on the needs and goals of the organization.
- Demonstrated ability to implement a project to completion.
- Demonstrated creative, self-starter.
- Ability to relate to a diversity of people with a range of backgrounds, identities, perspectives, and communication styles.
- Ability to work as part of a team.
- Ability to use supervision effectively to gain support and enhance performance.