

## **RISE INDY POSITION DESCRIPTION**

POSITION TITLE: Data Manager

CLASSIFICATION: Full-time, Exempt



### **To Apply**

To apply for a position with RISE INDY, please send your resume and any accompanying documentation you feel is appropriate to [hr@riseindy.org](mailto:hr@riseindy.org). If your skills and qualifications are a good match for an available position, RISE INDY will reach out to schedule an initial conversation. RISE INDY is committed to creating a diverse, inclusive, and collaborative environment. We believe different perspectives create possibility, innovation, and growth, while also helping our team reach its full potential. We are proud to be an equal opportunity employer that is building an employee experience that includes appreciation, respect, passion, honesty, excellence, growth, accountability, and purpose.

### **THE ORGANIZATION**

At RISE INDY, we believe all children deserve an equitable education that prepares them for graduation and beyond. We envision a world in which every child reaches their highest potential. We want to give voice to the students and parents experiencing injustice in our system, and to align with teachers and leaders fighting to improve outcomes for children. By involving parents, teachers, students, faith leaders, and many more in conversations about education in our community, we can amplify the voices of those who might otherwise be unheard. Our mission is to improve student outcomes through community engagement, advocacy, and organizing. We believe improving schools improves the community. To realize our vision, we engage those most impacted by systemic neglect, educate policymakers on the opportunity gaps for students, and organize our community to advocate for the resources and policies that will improve public education in Indianapolis. Change should be locally led, and we must amplify all voices in our community.

### **POSITION SUMMARY**

The Data Manager supports the organization by: (i) ensuring health of data and data system infrastructure, (ii) conducting data research, reporting, and analysis, and (iii) making data-based recommendations. This position is responsible for implementing and maintaining data standards, while simultaneously tackling numerous projects that support outreach programs, operations, and impact reporting. The Data Manager is responsible for creating a coordinated approach across teams to execute a community-based strategy that advances our unique mission. This position is required to delve into the details, while staying focused on our goals of amplifying engagement with key constituency groups.

### **ESSENTIAL FUNCTIONS**

The following are the essential functions and initiatives for the Data Manager. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Database & Data Standards**

- Ensure a strong framework is in place for clean, consistent data entry by RISE team.
- Maintain the EveryAction/SmartVAN database, creating and monitoring user accounts, training new users, troubleshooting, and providing frontline support for users.
- Ensure excellent data hygiene, promptly updating records with verified changes, evaluating and merging duplicate records, removing records with bad information that cannot be rehabilitated, and preventing unintentional changes to records.
- Ensure data is being tracked across programs in a scalable way.
- Make certain clear systems and documentation exist to ensure high-quality data tracking throughout all organizational cycles.
- Enter data, as needed, adding new contacts, manually creating new records, compiling, formatting, and uploading contact lists, making changes to contact records to provide additional information, as well as scrubbing, formatting, and matching acquired lists back to EveryAction and SmartVAN records.
- Implement reporting standards and track reporting progress on daily, weekly, and quarterly targets.
- Ensure opt-in subscription compliance and that unsubscribe and do-not-contact requests are honored.

### **Data Analysis & Strategic Planning**

- Conduct timely and relevant analysis of data, fielding requests for specialized research projects, occasionally requiring rapid turnaround.
- Track and disseminate analysis of volunteer and voter contact, voter registration and turnout, early vote and absentee ballot counts, as well as other data relevant to advocacy campaigns and elections.
- Create plans and methods to gather information from other sources.
- Evaluate quality of external information.
- Vet data to confirm reliability.
- Evaluate data practices and progress, recommending improvements
- Provide strategic thought partnership to Senior Leadership Team and department heads.

### **Track Program Process & Optimize Outreach Over Time**

- Build reports to measure program performance for internal program measurement and to communicate with external stakeholders.
- Set up systems to track whether we are reaching targeted individuals over time and whether our volunteer recruitment methods are effective, identifying opportunities to adjust programs as we go.

### **General Tasks**

- Prepare reports, lists, charts, graphs, graphics, and presentations.
- Coordinate with other RISE departments.
- Abide by 501(c)3, 501(c)4, lobbying, and campaign compliance guidelines.
- Additional tasks and special projects, as assigned by RISE.

## **NON-ESSENTIAL FUNCTION AND OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Other duties and activities may be assigned by the CEO and essential functions are subject to change at any time with or without advance notice.

## **POSITION REQUIREMENTS**

This position requires a bachelor's degree or work-related equivalency and at least one year of relevant work or internship experience. Required competencies for this position include:

1. Excellent written and verbal communication skills, especially in connection with the presentation of data.
2. Ability to work from a computer for long periods of time.
3. Familiarity and facility with data systems.
4. Experience standardizing data from multiple sources to produce complex reports.
5. Knowledge of Excel including formulas, functions, and pivot tables.
6. Experience creating queries and manipulating large data sets
7. Excellent computer and software skills, including Microsoft Office Suite programs.
8. Ability to work outside of normal business hours, as needed.
9. Understanding of data analytics and the ability to use data in strategic planning.
10. Highly organized.
11. Ability to work individually and as part of a team with minimal supervision, guidance, and training.
12. Experience managing multiple projects at once.
13. Self-motivated personality.
14. Understanding of RISE INDY mission, vision, and values.

## **POSITION PREFERENCES**

Additional preferred, but not required competencies for this position include:

1. Advocacy, non-profit, and/or political experience.
2. Familiarity with EveryAction or other nonprofit CRM.
3. Familiarity with NGP VAN or other voter file database.
4. Flexible and adaptable executor, with an entrepreneurial spirit.
5. Unwavering commitment to community-driven change and advancing racial equity.
6. Awareness of and interest in education policy, especially public K-12 schools.
7. Knowledge of SQL.
8. Experience with Tableau or comparable program.

## **WORK ENVIRONMENT**

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of this position within the required work environment.

This is a full-time position that operates in a professional office environment, as well as the community at-large. This position requires appropriate professional dress and trips to off-site meeting places. The normal days and hours of work vary by department and position, but are generally Monday through Friday, 9:00 a.m. to 5:00 p.m. However, working outside of normal days and hours will be required to successfully fulfill the essential functions of this position. While in the office, this position routinely uses standard office equipment, such as computers, phones, photocopiers, and scanners. While working off-site, the employee may be exposed to inclement weather and other common travel conditions. The noise level within the office ranges from quite to moderate. This position is moderately sedentary by nature, but while performing the duties of this job, this position requires the ability to speak, hear, stand, sit, walk, lift up to 10 lbs., use manual dexterity, and reach with hands and arms. Occasionally this position may be required to stoop, kneel, reach, or crouch.

### **PERSONAL WORK RELATIONSHIPS**

This position must have the ability to work well with other employees, as well as with the public, while always maintaining a positive attitude. RISE is a collaborative organization that thrives on teamwork. The Data Director will regularly collaborate with every team member to accomplish the essential functions, making positive work relationships essential to the success of this position.

### **TRAVEL**

Regular travel outside of the Indianapolis metropolitan area is not anticipated for this position, but occasional travel within the Indianapolis metropolitan area is expected.

### **SUPERVISORY RESPONSIBILITIES**

This position does not currently have any internal supervisory responsibilities but is responsible for assisting with the management of some third-party consultants, and advisors. The supervisory responsibilities of this position are subject to possible change.

### **NOTIFICATIONS**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.