

United Way of South Hampton Roads – Position Description

Title:	Data and Policy Manager
Department:	Community Engagement and Investment
Report To:	Director of Community Investments & Engagement
Date Created:	January 2019

Objectives and Expectations:

This position requires data management, analysis, and evaluation skills, along with strong communication, relationship building, and organizational skills for the Greater Hampton Roads Community Indicators Dashboard (GHRconnects) and United Way of South Hampton Roads (UWSHR). This individual will work with community leaders, UWSHR staff, and volunteers to maintain the GHRconnects website, analyze data used and reported by UWSHR funded agencies, fulfill requests for both internal and external data, and provide technical support related to data collection and analysis efforts to achieve United Way of South Hampton Roads goals.

Core Job Responsibilities:

- Work with diverse stakeholders to further develop and integrate the GHRconnects website into partner activities
- Work with the Data Advisory Committee to create and implement policies and protocols to manage data collected from community partners and funded agencies that help ensure data relevance, quality, and integrity
- Serve as liaison with online portal vendor to maintain, update, and improve the GHRconnects website
- Navigate and build connections to external public data sources that are pertinent to organizational efforts
- Build organizational understanding of internal and external data by creating data dictionaries, conducting research and analysis, and developing accurate and easily interpretable reports
- Develop and maintain standard and custom queries to extract data from existing databases
- Support data requests and analysis across the United Way enterprise
- Support development and implementation of an annual stakeholder meeting related to the Indicators Dashboard
- Manually update GHRconnects with locally produced data and progress trackers
- Manage GHRconnects budget
- Coordinate with Vice President, Programs & Integration, Grants Manager, and Chief Development Officer on development and stewardship of Indicators Dashboard partnerships and funding streams
- Work with the Grants Manager and Community Engagement and Investment directors to strategize, advise and support data analysis and outcomes/goals for programming measurements
- Other duties as assigned

Key Skills Requirements:

- Bachelor's degree or equivalent experience required, Master's degree preferred
- Minimum of two to four years of experience working in data management (collection, analysis, communication, and distribution) and a working knowledge of extracting, transforming, and loading data (ETL)
- Strong research skills and familiarity accessing public data sources (Census, DESE, BLS, etc.)
- Website content management experience; the ability to write basic HTML code is preferred
- High proficiency in MS Office (Excel, Access, Word, etc.) and using technology to create custom reports
- Ability to quickly learn technological systems; experience building capacity of others to access these systems is preferred
- Ability to manage multiple projects with a high degree of accuracy and attention to detail
- Ability to communicate clearly, establish and maintain relationships, work collaboratively, and incorporate feedback from a wide range of stakeholders while ensuring timely progress on projects

Employee Signature _____