



TAF

System Data Manager

DEPARTMENT	TAF Education Team
REPORTS TO	TAF Executive Director of Education
SALARY	\$60,000 - \$70,000 DOE
POST/CLOSE DATE	OPEN
CLASSIFICATION	Exempt/Full Time (40 Hours)
HOURS	Monday - Thursday
LOCATION	BCLS and school sites (Seattle, Highline, Federal Way, Tacoma)

SUMMARY

The Systems & Data Manager will oversee the identification, implementation, administration and analysis of TAF's program data systems and associated data sets. They will work with TAF team members and external contacts to develop a data system that can grow with TAF as we look to scale while also ensuring that our information flows in a timely and secure manner. This person has a strong understanding of and is genuinely excited about data collection, ETL processes, databases and data analysis procedures. They are self-driven, user focused, able to collaborate with diverse and fun teams and has a passion to stay on top of current technology trends. The Systems & Data Manager has the ability to learn and adapt to new technologies quickly and build trusting and collaborative relationships with donors, partners, peer organizations, and volunteers.

The Systems & Data Manager will drive key initiatives for TAF with a focus on programmatic efforts including creating critical tools and systems to enable data-driven decision making; analyzing data to provide actionable insights leading to improved student achievement, increased teacher effectiveness, and overall programmatic performance. The Systems & Data Manager will be responsible for enabling our engaging teams by providing accurate and accessible data through collaborative analysis and report creation. The Systems & Data Manager enjoys turning data into information, information into insight and insight into action.

ESSENTIAL DUTIES & RESPONSIBILITIES

Systems Management

- Identify and understand complex technology challenges and collect and synthesize supporting data, present options and recommend solutions
- Implement and administer technology systems to support organizational data management & analysis initiatives
- Able to synthesize complex technical issues and present through a creative and non-technical manner
- Ensure TAF's data systems are leveraging a high-level of security, confidentiality and redundancy
- Create, document, and manage TAF's systems and administrative knowledge base including but not limited to system overviews, training materials and administrative procedures for new and current team member
- Apply problem-solving skills to identify, communicate, and resolve issues in order to maximize the benefit of our systems and minimize user/system downtime
- Develop system improvements through automation or other system adjustments to meet emerging needs
- Stay current on implemented system release schedules and product features
- Acts as a liaison between our user community and system vendors

Data Management, Reporting & Analysis

- Analyze programmatic data to identify impactful trends such as strengths and challenges across the TAF Ed Team
- Collaborate across teams to establish protocols, systems, goals, and timelines for data collection and analyses
- Lead data migration efforts, from collection to the creation of records, from primary or secondary sources
- Develop, document and enforce policies, processes and/or reports that support effective data quality assurance
- Analyze and interpret data in partnership with relevant TAF departments, partnering schools, and districts
- Lead professional development to grow team capacity for data-driven decision making
- Generate reports and presentations as appropriate for individuals and teams, both internal and external
- Prepare and manage reporting dashboards for programmatic indicators and develop clear descriptions of key data



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QUALIFICATIONS

Required Competencies.

- Familiarity with modern CRM database platforms and information technology systems
- Ability to learn new technologies quickly and communicate complex technologies to non-technical team
- Strong analytical skills with the ability to convert raw data into meaningful analyses and recommendations
- Fluency in both quantitative and qualitative analyses
- Strong knowledge of and experience with reporting packages (Business Objects etc), databases (SQL etc), programming (XML, Javascript, or ETL frameworks), or Tableau
- Knowledge of ETL tools such as Alteryx
- Experience with ticketing systems and/or user focused system change request processes
- Ability to collaborate effectively with various stakeholders, including executives, school and district leaders, and teachers
- Excellent written and verbal communication skills, and ability to present to diverse audiences, specifically racially, ethnically, and socioeconomically diverse communities
- Openness to participate in racial equity work to recognize personal bias and improve performance through a racial equity lens

EDUCATION & EXPERIENCES

- Bachelors or Masters degree in education, computer science or a related field
- Classroom experience and/or relevant experience in the field of education
- Experience with Microsoft Server and Active Directory
- Experience with Information Systems Development and Support
- Experience developing and leading professional development aligned to implementation and use of educational technology
- Familiarity working in diverse and multicultural and bilingual environments.
- Demonstrate the highest standards of honesty, integrity, flexibility and responsiveness
- Moderate to high proficiency and or aptitude in Microsoft Windows Operating System; MS Word; MS Excel; MS PowerPoint; MS Outlook. Cursory knowledge using Box and Google Docs is a plus
- Demonstrates deep reflection both verbally and in written form

LANGUAGES SKILLS

- Fluency in languages other than English is a plus.

BENEFITS

- Healthcare
- Individual Retirement Account
- Additional whole-staff week off
- Vacation



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TO APPLY:

Forward resume and cover letter to the Attention of HR at tafjobs@techaccess.org. For more information visit our website at www.techaccess.org/careers. No phone calls please.

TAF complies with the Civil Rights Act of 1964 (Title VII) and Equal Employment Opportunity (EEO) and follows guidelines to select the best qualified person for each position within the organization. No employee or applicant will be discriminated against because of race, creed, color, religion, gender, sexual orientation, national origin, age, or other physical or mental disability.