



Position: Data Manager
Organization: SBP New Orleans
Reports to: Chief Operating Officer

About SBP

SBP is an award-winning, innovative nonprofit organization that shrinks the time between disaster and recovery. A leader in volunteer-driven, post-disaster rebuilding; SBP educates, advocates and improves the disaster recovery sector so that we can collectively achieve more for communities. With a team of 80+ staff and 240 AmeriCorps members, SBP has rebuilt more than 1,800 homes across 8 states and shared best practices with many more.

SBP's vision is to embrace constant improvement, community-wide collaboration, and clear benchmarks to reduce human suffering caused by the tolls of delay in recovery. By pairing resilience training with recovery operations, we strive to reduce the need for our rebuilding services over time by increasing preparedness among vulnerable communities.

SBP encourages individuals who are hungry for change and eager to innovate to join our team so that we can change the future of disaster recovery together.

Position Summary

SBP seeks a curious and motivated professional who can work well independently and manage themselves to meet deadlines and prescribed timelines to serve as SBP's first Data Manager. This team member will work closely with the Chief People Officer and Chief Operating Officer to craft a vision and plan to meet our increasing need for a cohesive data management strategy. The Data Manager will implement this strategy which will include best practices and procedures for data management, governance, hygiene, and security. The Data Manager will provide data needed for decision making and insights and develop accurate routine and on-demand reports/scorecards of the organization's activities and outcomes for internal and external stakeholders. This team member will provide technical training and support on data collection, management and analysis to the SBP team, be tech-savvy and possess excellent troubleshooting skills.

Qualifications:

- Demonstrated experience managing various and unique data sets (ie: demographics, finance, conversion rates) across multiple departments
- Excellent understanding of data administration and management functions (collection, analysis, distribution, security, improvement, etc.)
- Experience identifying trends and patterns in data, offering recommendations on data interpretation and measurements
- Basic coding and database infrastructure familiarity, ability to design and adjust data management platforms
- Proficient in Salesforce and MS Office (Excel, Access, Word etc.)
- An analytical mindset with problem-solving skills
- Excellent communication and collaboration skills
- BS/BA in computer science or relevant field
- Able to satisfactorily pass a Criminal History Check to include sex offender registry, Louisiana State Police, and FBI.

Responsibilities:

- Develop and execute the organization's data management vision, plan and goals and prioritize data projects and functions.
- Identify and implement best practices on data collection, quality control, analysis, reporting, compliance, access and sharing.
- Research best practices, database formats and platforms to align with SBPs data priorities.
- Design dashboard templates and coach team members on the use of data for monitoring and motivating progress
- Deliver routine and on-demand reports and scorecards for the operations, development and training teams.
- Develop and maintain data management artifacts as appropriate including data mapping matrices, data flow diagrams, and data dictionaries.
- Train the team on the required data collection, access and analysis standards.
- Monitor and analyze information and data systems and evaluate their performance to discover ways of enhancing them (new technologies, upgrades etc.).
- Ensure digital databases and archives are protected from security breaches and data losses.
- Troubleshoot data-related problems and authorize maintenance or modifications.

Performance Expectations: (may be modified below)

The individual is expected to:

- Able to juggle multiple, competing priorities in a fast-paced environment.
- Exceptionally self-motivated and curious.
- High level of personal accountability.
- Align work performance with SBP's core values.
- Top-notch written communication and interpersonal skills.
- Detail-oriented with strong troubleshooting, analytical and problem-solving abilities
- Working knowledge of all facets of social media management.
- Superior work ethic and high energy level.
- Desire and ability to work, grow and learn in a startup environment.
- Plan and meet deadlines.
- Maintain a flexible work schedule to meet the demands of executive management.
- Demonstrate initiative and work as a team player.
- Convey a professional and positive image and attitude regarding the organization and the not-for-profit sector.
- Demonstrate commitment to continued professional growth and development.

Please Click [Here To Apply](#)

SBP is an equal opportunity employer and adheres to all applicable city, state and federal laws regarding equal employment opportunity and hiring practices.

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.

It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints that may arise pursuant to Section 504.