LOCAL MOTION INC.
Data Manager

POSITION OVERVIEW
The Data Manager’s primary responsibility is overall management of Local Motion’s Constituent Record Management (CRM) database using the NationBuilder platform. In addition, the Data Manager coordinates staff use of our Google Suite of applications, administers our website and social media platforms, and serves as the primary liaison for our external IT/network service provider.

RESPONSIBILITIES

Data Management  *(approximately 80% of time)*
- Manage all inward-facing aspects of Local Motion’s NationBuilder platform, including data quality and deduping, settings and permissions, integration with other systems, list and filter management, tag management, bulk import and export of records, and other tasks *(note that another staff person is the lead for coordinating outward-facing use of our NationBuilder platform for community outreach and donor relations)*
- Maintain and administer other, function-specific Local Motion databases (such as our Access-based bicycle maintenance tracking database) and develop/set up new databases and related data management applications as needed
- Develop and manage complex multi-stage filters to generate lists of donors and supporters from NationBuilder in collaboration with staff across the organization
- Generate mail-merged letters for donor solicitation and fulfillment on a timely basis
- Assist staff across the organization with developing and implementing protocols for efficiently capturing customer and constituent data, bringing those data into NationBuilder, and using data for targeted outreach
- Produce regular reports on specific tracked criteria (such as donor retention, prospect conversion, open rates, and more)
- Train and oversee a small group of volunteers who handle basic data entry and management tasks on an ongoing basis

Other Areas of Work  *(approximately 20% of time)*
- Provide general office systems support and troubleshooting for staff
- Maintain Google groups, calendars, and email lists, and manage the overall structure of our Google Team Drives
- Manage settings, permissions, users, and the like for our various social media accounts
- Monitor general email inboxes and route inquiries to appropriate staff
QUALIFICATIONS

- Experience with management of CRM databases with tens of thousands of records is essential; database programming and development experience are valued but not required (NationBuilder is cloud-based and minimally customizable); knowledge of the NationBuilder platform a plus
- Familiarity with web hosting services, social media platforms, POS systems (we use Square) and other cloud-based services
- Comfortable working within and self-educating about a wide range of IT systems, but deep technical IT expertise not necessary, as we outsource core IT management
- Ability to manage time effectively, develop and follow procedures, and meet deadlines with minimal supervision
- Logical, detail-oriented individual with excellent problem solving skills
- Excellent demonstrated interpersonal and communication skills, as the position involves close collaboration with multiple non-technical staff
- Experience managing and supporting staff in use of Google Suite and Microsoft Office

COMPENSATION

This is a year-round, non-exempt hourly position, with an average of 20 hours per week, days and hours to be determined. Starting wage range is $17-$22 per hour commensurate with experience, plus paid time off and retirement plan upon qualification.

REPORTING

This position reports to the Finance and Administration Manager.

TO APPLY

Send your resume and cover letter to jobs@localmotion.org. PDF file format is preferred.

About Local Motion

Local Motion is a statewide non-profit organization based in Burlington, Vermont whose mission is to build a better Vermont through biking and walking. Founded in 1999 to reconnect the Island Line Rail Trail from Burlington to the Lake Champlain Islands, the organization has expanded to focus on four key goals:

1. Making biking and walking in Vermont safe, accessible and fun
2. Helping Vermont communities become better places to bike and walk
3. Inspiring people across Vermont to bike and walk
4. Leading a movement for a bikeable, walkable Vermont

With these goals in mind, we work at the local and state levels to advocate for better roads and trails for biking and walking, teach bike skills training programs for children and adults, collaborate with VTrans, DMV, and law enforcement to improve on-road safety, inspire and support local advocates across Vermont to become leaders for better biking and walking in their communities, and more.

Together, our year-round staff of twelve, our team of seasonal employees, our board of directors, our 200+ volunteers, and our more than 1,500 members are building a culture of bicycling and walking throughout Vermont. Learn more about us and read our 2017-21 strategic plan at www.localmotion.org/strategicplan.

Local Motion is an equal opportunity employer.