



UNITED WAY OF TUCSON AND SOUTHERN ARIZONA Position Description

Data Manager, Arizona End of Life Care Partnership Full Time, Exempt April, 2019

The Arizona End of Life Care Partnership (EOLCP) is a network of organizations and individuals committed to ensuring quality of life at every stage through education, support, sound policy and choices. The Partnership exists to engage and empower community to transform the way we live through the design of a human-centered network of end of life care support and resources.

JOB SUMMARY:

Reporting to the Senior Director, End of Life Care Partnership, this is a full time, exempt position for a motivated individual with a high level of initiative, excellent management, communication, organizational and facilitation skills.

To advance the goals of the Arizona EOLCP, the Data Manager will play three key roles:

- 1) Develop platforms and processes to increase the accessibility and usability of data.
- 2) Support the development and implementation of collaborative action to support EOLCP in achieving goals.
- 3) Build the capacity for EOLCP to use data in evidence-based decision-making.

NOTE: THIS IS A GRANT FUNDED POSITION

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for basic analysis of data – aggregating and summarizing.
- Synthesize relevant data into clear messaging, outlining progress and remaining challenges.
- Review data to determine key questions that need to be answered to advance the goals of the Arizona End of Life Care Partnership.
- Establish an easy replicable process for aggregating and reporting data on at least an annual basis. With the expectation of the reporting becoming part of standard work related to end of life care in the region.
- Develop platforms and processes to increase the accessibility and usability of data by Individual Agency Partners and Leadership.
- Provide technical assistance regarding defining, collecting, reporting and analyzing common metrics.
- Present the data from and progress of the Arizona End of Life Care Partnership via both written reports and oral presentations at large and small group meetings with various outside stakeholders (foundations, media, etc.).
- Experience expertise in continuous improvement methods and tools to educate and support the Partnership.
- Monitor and document progress of Partnership.
- Develop and cultivate relationships with community stakeholders, including leaders in healthcare, business, faith, nonprofit, philanthropic, and civic sectors.
- Assist in other Arizona End of Life Care Partnership activities and events as needed.

- Assist in other United Way initiatives and meetings as needed.

OTHER DUTIES AS ASSIGNED

EDUCATION, JOB KNOWLEDGE AND EXPERIENCE REQUIREMENTS

Required

- Bachelor's degree or higher.
- Coursework and/or experience in data analysis, research methodology, or relevant field.
- Passion for managing the quality & accuracy of data and analytics, including checking your and others' work.
- Knowledge of analytical and evaluation methods, and procedures to research and interpret data/information.
- Advanced knowledge of Microsoft Excel.
- Ability to define problems, collect data and draw conclusions.
- Ability to communicate effectively and establish rapport with small team.

Preferred

- Experience with data management and tracking tools such as Efforts to Outcomes (ETO), or equivalent.
- Knowledge of relational databases, database design, and query writing.
- Some background in statistics.
- Excellent communication and presentation skills.
- Experience meeting deadlines for multiple projects in a fast-paced small team environment.
- Experience supporting non-profits or government agencies using data.
- Experience creating analytical products such as visualizations, dashboards, metrics, etc.
- Continuous quality improvement tools and techniques.

Knowledge & Technical Skills Excellent project management and organizational skills; ability to manage details and work independently; excellent written and oral communication skills and strong interpersonal skills required. Strong knowledge of Microsoft Office Suite, particularly Excel; some experience with data cleaning and transformation required.

COMPETENCIES

Leadership Support the work of the Partnership by recruiting and engaging partners; facilitating the work; providing advice and counsel to Partnership and the learning committees which support the work. Coaches, facilitates, and provides technical assistance to community partners to maintain momentum, achieve objectives and complete deliverables, utilizing data to inform decision-making.

Communication Maintains communication and works collaboratively with volunteers and/or other data analysts to provide support for networks of community partners; ability to communicate with diverse groups and "translate" vocabulary/jargon across sectors. Must have excellent written and oral communication skills, strong presentation skills, interpersonal skills, and organizational skills.

Problem Solving Ability to address and overcome complex issues to achieve desired results; great listener and seeks substantial input before making key decisions. Must have demonstrated ability to tactfully handle stressful situations, negotiate and resolve conflicts, maintain confidentiality and to respect and observe organizational protocol.

Planning & Organizing Facilitates the planning activities of community partners aligned with the Partnership's priority strategy project work; and assists in convening and organizing partners to develop evidence based continuous improvement action plans.

Embracing Change Champions change and provides tools to assist community partners in accelerating the change management process necessary to implement and sustain their proposed improvements.

Teamwork/Collaboration Reinforces collaborative approach in work with Partnership committees, staff, and other organizational partners to move the Partnership's work forward and achieve its vision, mission and goals. Must be able to establish and maintain effective working relationships with United Way staff at all levels, volunteers from diverse backgrounds, state and local government and philanthropic organizations, donors, community partners, and independent contractors.

Travel

Must possess a valid driver's license, current auto insurance, daily access to a reliable vehicle and ability to travel to work in a variety of locations throughout the metropolitan Tucson area and other parts of the state when required.

CONFIDENTIAL DATA

This position has access to sensitive and confidential information, and is trusted to maintain these files and documents properly. These documents include, but are not limited to, financial information, grantee information and other business related material. Failure to safeguard this information could result in a loss of trust and reputation internally and externally.

PHYSICAL REQUIREMENTS

Low physical effort required to sit, stand at files, bend, stoop, lift, and walk. Maximum unassisted lift = 30lbs. Requires ability to use a keyboard, monitor and calculator. Also requires the ability to communicate verbally, both in person and on the telephone.

Thank you for your interest in this position. Please email your resume and cover letter to:

jdenigris@unitedwaytucson.org