DATA ANALYTICS MANAGER JOB POSTING

The Mission, Vision, and Values of Sacramento Steps Forward (SSF) is to end homelessness through leadership, convening partners, data-driven best practices, and improving system performance. Our vision is an equitable community where everyone has a safe place to call home. With focus on Equity, Transparency, Continuous Learning, Human-Centered, Community-Inspired Solutions.

SSF embraces technology to develop ongoing efficiencies. Currently the office is remote and is looking to be a hybrid operation in the future. This position will be required to report to the office periodically for onboarding, exit meetings and other duties as needed.

Evidence of COVID-19 vaccination will be required as a condition of employment. Reasonable accommodations will be considered as needed.

Position Summary:

An ideal candidate will have strong data analysis and problem-solving skills for delivering high quality solutions. Strong technology, analytical and communication skills are necessary traits. The Data Analytics Manager will analyze current implementation and define best practices or areas to improve business processes. Day to day activities will include managing one or more direct reports and working closely with project leads, analytics, infrastructure, and database staff ensuring project activities and aligned with functional objectives.

Under the supervision of the Chief Executive Officer, the Data Analytics Manager is responsible for the overall direction and leadership of the Data Analytics Department and of all administrative and analytical support to internal and external stakeholders regarding the provision and analysis of data that is then shared in the optimal manner. The Data Analytics Manager plays an essential role in developing the most effective means for enabling leaders and community partners to access and act on data from HMIS when addressing the issue of homelessness. Data can be shared as raw details, reports or dashboards and other visualization tools. The needs of the community are evolving, and the Data Analytics Manager helps ensure that the HMIS team shares data through accurate, HMIS compliant and timely means.

This position is a vital member of the interdisciplinary teams both within SSF and amongst community partners. In addition, this position will supervise, mentor and guide other SSF Data staff.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

Data Analytics Leadership (40%)

- Supports the development of data culture and data literacy within the organization, which may include education, support, and development of organization-wide standards.
- Establishes a collaborative space for SSF staff to connect on data-related projects across departments and share expertise and coordinate to prevent duplication of services.
- Participates in internal and external strategic planning and Continuum of Care discussions to develop overarching and coordinated data analytics strategy that is response to the community's needs.
- Conducts ongoing planning for stable staffing and infrastructure development.
- Participates and, in some cases, lead data related meetings with both internal and external teams.
- Develops a strong relationship with data-related vendors to ensure the important flow of updated information and reporting of any systems challenges.
- Present data analysis and visualizations in public forums.

- Builds necessary policies, processes and data documentation for effective data management and compliant data sharing.

Data Transformation and Analysis (40%)

- Supports SSF and community data analytics needs while maintaining high-level of customer service.
- Creates, validates, and implements detailed reports, dashboards and other tools to help address the priority areas for understanding, monitoring, and evaluating interventions that address homelessness.
- Assesses, and to the agree possible, simplify, and automate previous data-related workflows.
- Enhances reporting capabilities for users to assess their own data and have tools for understanding compliance issues and needs for funding requirements.
- Collaborates with program staff and stakeholders to provide ongoing data quality analysis and reporting. Develop new and improve existing interactive data visualizations.
- Understands the business requirements and technical language and work with developers to write and read complex queries withing SQL/ Python Web/ Data Warehouse Platforms.
- Develops content and system for an online reporting platform.

Data Team Leadership (15%)

- Recruits, train and help staff reach their professional development goals
- Creates collaborative Data Team environment with cross-coverage of critical functions.
- Ensures quality standards are upheld.
- Conducts performance reviews.

Other Responsibilities and Tasks (5%)

- Performs data entry when needed and required.
- Other duties as assigned.
- Regular, predictable attendance is required.
- Ability to get along and work effectively with others.

Ideal candidates will possess the following knowledge, skills and abilities:

- Experience with Tableau or other data visualization tools for creating visual representations of data.
- Experience with HMIS and Looker is desired but not required.
- High level of knowledge and competency in relational database management systems.
- Experience with Structured Query Language (SQL), Microsoft T-SQL and R.
- Experience with creating and maintaining technical documentation.
- Good working knowledge with Microsoft Office Suite or products including but not limited to, Word, PowerPoint, familiarity with high-level Excel formulas is required.
- Strong analytical and problem-solving skills.
- Excellent communication skills; ability to convey information in a clear and concise manner to groups with varying levels of technical expertise, as well as ability to listen and learn contextual information from others.
- Self-motivated with the ability to prioritize, meet deadlines and manage changing priorities in a fast-paced environment.
- Proven ability to be flexible and work hard, both independently and in a team environment.
- Willingness to work occasionally outside of normal business hours and to take on more responsibilities.
- A strong work ethic, integrity and the highest ethical standards are expected.
- Experience supervising staff and developing a supportive and productive team environment.

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Education and/or Experience:
Minimum of a Bachelor's degree in Information Systems, Computing, Statistics or related fields. Two to four years programming and report-writing experience.

Compensation and Benefits:
Compensation range DOE.
Full-time, exempt position with benefits; health, dental, and vision, 401k, accrued time off and paid holidays.

To Apply:
If you qualify, please submit your application, resume, and cover letter to jobs@sacstepsforward.org; once submitted we will be in contact with you. You will find the employment application HERE.

The positon will be open until filled. Please do not contact Sacramento Steps Forward Directly. No phone calls or personal visits will be accommodated without an appointment. Staffing and recruiting agency please do not respond.

Sacramento Steps Forward is committed to the principles of being an equal opportunity employer. Sacramento Steps Forward organizational policies, practices, programs, activities and decisions regarding employment are not based on a person's race, color, sex, age, sexual orientation, gender identity, religion, national origin, disability, veteran status, parental status, housing status, or other protected status, in accordance with applicable law.

Sacramento Steps Forward is committed to the full inclusion of all qualified individuals. In keeping with our commitment, Sacramento Steps Forward will take the steps to assure that people with disabilities are provided reasonable accommodations. Accordingly, if reasonable accommodation is required to fully participate in the job application or interview process, to perform the essential functions of the position, and/or to receive all other benefits and privileges of employment, please contact jobs@sacstepsforward.org.