



## DATA MANAGER

\* Remote Opportunity \*

### THE OPPORTUNITY

The Data Manager will play a central role in effectively telling the story of CVCF's community work aimed at inclusive economic growth. In this position, you will use your expertise in data management and analysis to manage all aspects of the evaluation process including mixed methods evaluation design; database development and maintenance; data collection using quantitative and qualitative methods; data analysis and interpretation; preparation of reports, data visualizations, and presentations; and communication with community partners, funders, and CVCF colleagues.

The Data Manager will have an opportunity to work on projects with a strong equity-base and consider novel, community-centric ways of knowing and demonstrating the impact of inclusive economic development strategies. In addition to strong data management skills, the data manager will identify and highlight important learnings, and support a community of learning across CVCF staff, community partners, and funders. The data manager will have the skills needed to report, visualize, and communicate data in an accessible manner, and develop and maintain trusted relationships with community partners. This role will allow the candidate to work with a broad range of individuals, and adapt in a dynamic, fast-paced environment.

### AREAS OF RESPONSIBILITY

This position leads CVCF's data management across key initiatives, with a primary focus on the [Fresno DRIVE](#) initiative aimed at supporting inclusive economic growth in the Central Valley. A 10-year collective impact initiative encompassing the work of some 150 community partners throughout the Fresno region, DRIVE has adopted racial equity as its organizing principle and programmatic lens, recognizing that reversing injustice through racially equitable systems is essential to achieving a durably inclusive economy. DRIVE's adopted [Theory of Change](#) and [Race Equity Plan](#) identify crosscutting elements of this commitment that include a shared understanding and analysis of race and racism, deliberate and sustained community engagement, and explicitly prioritized programmatic investments to foster racial equity.

As the organizational backbone for DRIVE, CVCF is responsible for facilitating and monitoring work to implement these strategies through concrete projects and programs involving Fresno residents and institutional leaders. While the precise portfolio of the Data Manager's responsibilities is subject to change, the duties common to the work include:

#### *Data Collection*

- Develop and maintain a database(s) to collect, organize, and report quantitative data, including program activities and outcomes of DRIVE and other CVCF initiatives, and macroscale data showing population-level trends.
- Develop and maintain a database to collect, organize, and report qualitative data from DRIVE initiatives. Data sources may include interviews, focus groups, news stories, or open-ended survey responses.
- Consider and implement ways of collecting, reporting, and sharing data that are respectful, culturally responsive, and resonate with the groups served.
- Develop data collection instruments as needed, including surveys, interview guides, focus group moderator guides, observational checklists, etc.
- Support the development of data sharing agreements, as needed.
- Create and manage a timeline for evaluation projects; coordinate, schedule, and manage evaluation activities.
- Regularly collect, input, and clean quantitative and qualitative data from DRIVE and other CVCF initiatives to track activities and progress towards stated goals.
- Regularly collect, input, and clean macroscale data to show population-level trends and contextualize CVCF work; visualize data on public-facing dashboard.



### *Data Analysis, Reporting, and Visualization*

- Analyze data to identify lessons learned, opportunities for growth, and insights to support DRIVE initiatives.
- Conduct quantitative data analysis including basic and advanced statistical analyses.
- Conduct and manage qualitative analyses, including the development of coding schemes and analysis using qualitative analyses software (e.g., Dedoose).
- Effectively share information with DRIVE initiatives, stakeholders, and community through emails, reports, presentations, data walks, infographics, and fact sheets. Support a data-based decision-making environment and be a critical member of continuous improvement activities.
- Work with CVCF Impact and Advancement teams to provide data for reports and communications to funders, community members, and other CVCF stakeholders.
- Support projects with multiple partners, in a context of rapidly evolving priorities, and ensuring deliverables are on time and on budget.
- Use data visualization to share data in an easy-to-understand manner. Develop public-facing and internal dashboards, linked to databases, to display information on DRIVE and other initiatives.
- Develop tools and dashboards that enable community members, decision makers, and other stakeholders to understand gaps, inform improvements, track progress, and drive decisions that result in meaningful change for historically marginalized individuals and families across the Central Valley.

### *Evaluation Design*

- Maintain strong understanding of existing measurement and evaluation plans for key CVCF projects and initiatives, including what will be measured, when, and how. For DRIVE, this includes each project's evaluation plan, and CVCF's overall evaluation plan aimed at assessing the collective impact of DRIVE projects, CVCF's performance as a backbone organization, and whether initiatives are implementing the elements of the DRIVE theory of change (e.g., centering equity and community engagement in programmatic activities).
- For initiatives that have not yet developed a measurement and evaluation plan, support partners to develop evaluation plans tailored to their priorities.
- Research and select the macroscale indicators that provide the context for work to support inclusive economic growth (e.g., population-level poverty, homeownership, and employment rates); develop a plan to regularly collect these data.
- Work with the Impact and Advancement team to determine indicators to collect, with the aim of keeping data collection as simple as possible, and focusing on the minimum key indicators needed to effectively tell the story.

### *Supporting Community Partners and CVCF Staff to Build Evaluation Capacity*

- Work with community partners and CVCF staff to provide technical support, as needed, to build capacity for evaluation activities.
- Conduct evaluation technical assistance for community and CVCF staff via 1:1 coaching, group presentations, trainings, and developing tools and resources.
- Oversee internships for local students interested in supporting CVCF work through participation in measurement and evaluation activities.



## BEHAVIORS

- **Accountability:** Self-accountable for making decisions, managing resources efficiently, achieving and role-modelling CVCF values.
- **Ambition:** Sets ambitious and challenging goals for themselves, takes responsibility for their own personal development and encourages others to do the same.
- **Collaboration:** Builds and maintains effective relationships, with their team, colleagues, and external partners and supporters. Values diversity, sees it as a source of competitive strength. Approachable, good listener, easy to talk to.
- **Integrity:** Honest, encourages openness and transparency.
- **Connectivity:** Ability to connect the dots across seemingly different things and share relevant information across various groups to build connectivity and enhance communication.

## SKILLS AND ABILITIES

- Deep knowledge of research and evaluation methodology, measurement, and qualitative and quantitative data analysis.
- Experience leading/conducting applied research or evaluation in education, psychology, social sciences or relevant field, preferably with experience in evaluating system-level initiatives and policies.
- Programming experience in at least one major statistical package (e.g., SPSS, Stata, R, SAS). Experience with Geographic Information System (GIS) mapping is a plus.
- Experience with data visualization software (e.g., Tableau, Microsoft Power BI, Looker).
- Experience with data management platforms (e.g., Sales Force, Social Solutions, Excel, etc.)
- Strong commitment to apply principles of culturally responsive evaluation and equitable evaluation in applied research and evaluation projects
- Strong written and oral communication skills, including excellent use of spoken and written English
- High level of self-motivation and ability to work independently.
- Resourcefulness, careful attention to detail, and strong organizational skills.
- Excellent problem-solving and decision-making skills, including the ability to prioritize work on multiple projects.
- High tolerance for ambiguity, demonstrated flexibility, and a willingness to accept new responsibilities.
- Ability to provide and accept constructive criticism.
- Proficiency with email, word processing, and calendar software
- Capability to work effectively and authentically across cultures and diverse constituencies and to appreciate diverse viewpoints, communication styles, and experiences.
- Demonstrated understanding of principles and practices of social justice, including racial and gender equity as an organizational operating principle, and commitment to continued learning on issues related to race, gender, equity, diversity, and inclusion.
- Ability to dress in a business professional manner
- Ability to efficiently reach meetings and events throughout the Fresno metropolitan area

## EDUCATION

Bachelor's degree required; graduate degree preferred in economics, planning, social or behavioral sciences, public health, psychology, public policy or related field with a strong emphasis on quantitative methods and analysis. The need for a degree specific to this field is less important should the candidate demonstrate sufficient experience and a track record of successful data-driven projects.



## WORKING EXPERIENCE

- Demonstrated data management experience, including data collection, organization, cleaning, analysis, reporting, and data visualization, through EITHER:
  - At least 5 years of experience in data management (broadly defined).
  - At least 2 years of experience in data management, plus an advanced degree in a relevant field with a strong emphasis on quantitative and qualitative methods and data analysis.
- Demonstrated ability to lead data collection, organization, cleaning, analysis, reporting, and data visualization.

## COMPENSATION

- Depending on experience, range of \$69,888 - \$97,843
- Opportunities for future increases based on performance, comparable salaries for the work and position, and available budget from the project-based funding source(s)
- Competitive benefits including 11 holidays, medical, dental, vision, life insurance, retirement plan contribution, flexible spending account, and employee assistance program

## LOCATION

Potentially remote or hybrid work arrangement, with occasional trips to CVCF headquarters in Fresno, California.

## TO APPLY

Send cover letter and resume to Christy Patch, Sr. Program Officer of Collective Impact, at [christy@centralvalleycf.org](mailto:christy@centralvalleycf.org). Please no telephone inquiries.

The work of CVCF is strengthened by the diversity of perspectives on a team where every individual can belong. Candidates with diverse backgrounds and experiences, reflecting the range of communities we serve, are encouraged to apply.

***The position is open until filled.***