



## DATA & SYSTEMS MANAGER

### POSITION SUMMARY

The Data & Systems Manager (Manager) reports to the Chief of Staff and is part of the Strategy & Impact Department. The Manager will be required to work a full-time schedule with some flexibility required on nights and weekends. The Manager plays an important role in helping the organization understand, communicate, and grow its impact.

Specifically, the Manager will:

- Oversee collection of data and perform critical evaluation and analysis.
- Utilize data to inform strategic communications.
- Manage ONE|NB's data systems.

### ABOUT ONE NEIGHBORHOOD BUILDERS

Our Mission is to Develop Affordable Housing and Engage Neighbors across Greater Providence to Cultivate Healthy, Vibrant, and Safe Communities. At full complement, ONE Neighborhood Builders (ONE|NB) has 28 full-time equivalent team members. ONE|NB is a NeighborWorks America charter member and is governed by an active Board of Directors consisting of 14 members. The organization's annual operating budget is \$6.5 million.

### STRATEGIC DIRECTION

We accomplish our mission through:

- ***Robust Housing Development and Quality Real Estate Management***  
ONE|NB will expand the availability of affordable, high-quality homes through the production, preservation, and acquisition of residential and mixed-used properties within our historic home of Olneyville and across Greater Providence.
- ***Addressing Root Causes of Health Disparities***  
ONE|NB will engage residents and community-based organizations in our nine Central Providence neighborhoods to generate the social and economic conditions that prolong life expectancy and work to eradicate systemic barriers that lead to health disparities.
- ***Embracing Innovation and Building the Community Development Field***  
ONE|NB will emerge as a thought leader in the field by distilling the lessons learned from developing and managing housing and convening residents and community organizations. We will participate in local and regional community development conversations, produce research and case studies, and amplify the impact of our community partners.

## KEY RESPONSIBILITIES

1. Oversee collection of data and perform critical evaluation and analysis.
  - Design and oversee the administration of data collection instruments, such as surveys, focus groups, and interviews to maintain knowledge about communities in which ONE|NB works.
  - Work with colleagues to design evaluation methods for key programs and serve as thought partner and editor when colleagues are preparing evaluation reports.
2. Utilize data to inform strategic communications.
  - Produce high quality reports on programmatic and organization-wide initiatives utilizing primary and secondary data for various stakeholder groups.
  - Use design tools to represent data in ways that are actionable, compelling, and targeted to specific audiences.
  - Support the Chief of Staff, Communications Manager, Associate Director of Resource Development, and other staff by producing data used to engage ONE|NB residents, partners, funders, and other stakeholders.
3. Manage ONE|NB's data systems.
  - Support and liaise with staff as they work to utilize existing data systems; ensure complete and accurate data entry via regular staff training and maintenance procedures.
  - Support system enhancement for Salesforce, UniteUs, RealPage, and other data management systems as necessary.
  - Stay abreast of new data systems and tools, suggesting improvements as appropriate.

## EDUCATION AND EXPERIENCE

- Bachelor's degree.
- Two years of related experience, which may include internships, volunteer work, part-time jobs, extra-curricular activities, and full-time work. Related experience includes survey design and management, program evaluation, data visualization, data maintenance and analysis, dashboards and scorecards, and/or tracking/reporting systems.
- Experience with Microsoft Office Suite including Excel required. Familiarity with other data systems, including those used by ONE|NB such as Tableau, Google Data Suite, and Salesforce, is a plus.
- Exceptional research and writing skills.
- Committed to the vision and values of ONE|NB.

## ADDITIONAL PREFERRED QUALIFICATIONS

The role presents an exciting opportunity to help ONE|NB understand, communicate, and grow its impact. The following standards will generally define the successful incumbent:

- Curious and highly motivated to learn and improve;
- Skilled at time management and independently juggling multiple projects at the same time;
- Willingness to work hard and take direction—but also creatively solve problems for which the answers aren't always obvious; and
- Knowledge of ONE|NB and key stakeholders desirable, but not essential.

## **COMPENSATION AND INSTRUCTIONS**

ONE|NB offers a robust benefits package (including health, dental, and vision insurance), a retirement plan with matching contribution, a generous allotment of paid holiday and personal/vacation time, and an inspiring & innovative organizational culture. The salary range for this position is \$50,000 to \$60,000 and will be commensurate with experience. This role offers flexibility to work remotely an estimated two times per week initially and greater flexibility once established in the role. Candidates are not required to provide proof of COVID-19 vaccination, though vaccination is strongly recommended.

## **APPLICATION INSTRUCTIONS**

ONE|NB works to dismantle all forms of discrimination. We fight the systems that oppress people from a vast range of identities and experiences. Cultivating a team that embodies the diverse experiences of Central Providence communities is essential to these aspirations. We strongly and sincerely encourage applications from people of color; immigrant, bilingual, and bicultural individuals; people with disabilities; members of LGBTQQ+ and gender non-conforming communities; and people with other diverse backgrounds and lived experiences.

Submit thoughtful cover letter and resume to Grace Evans, Chief of Staff at [evans@onenb.org](mailto:evans@onenb.org). Applications will be reviewed on a rolling basis.