Job Title: Senior Data Systems Manager

Job Summary: The Senior Data Systems Manager will be an integral member of UP Partnership's Data Department, serving as the primary systems architect to ensure data integrity across systems through UP Partnership's four collective impact action networks, made up of over 175 cross-sector institutional partners. The Senior Data Systems Manager will be responsible for managing, maintaining, and optimizing our student data tracking systems by addressing the data needs of UP Partnership networks and communities of practice as we collectively work to advance equity in our youth-serving systems and close racial/ethnic disparities in educational outcomes. The Senior Data Systems Manager plays a key role to ensure effective systems and procedures are implemented to successfully capture, analyze, and relay the impact of our programming. This position reports to the Senior Director of Strategic Impact.

Essential Duties and Responsibilities:
- Integrate student information system student rosters with educational technology rosters and maintain rostering systems through Badgr and Salesforce.
- Ensure data integrity across systems.
- Serve as liaison between UP Partnership and ed tech companies, troubleshooting and diagnosing issues and elevating problems to vendors when necessary.
- Work with data team members to maintain internally- and externally-facing scorecards that track individual networks' progress in achieving their strategy targets and track UP Partnership's collective progress across networks.
- Collaborate on data engineering tasks to move data across systems.
- Develop and document best practices in data storage and management.
- Work with networks to assess data needs and create and support execution of plans to address those needs.
- Support data department through data mining and warehousing.
- Help maintain and monitor data security protocols.
- Other duties, as assigned.

Education, Job Knowledge, and Experience Requirements
- Bachelor's degree required; Master's degree preferred
- Experience in data analytical tools such as R, SQL, Python, Stata, or Alteryx to interact with and present data
- High level experience with Salesforce
- Ability to build and administer database systems
- Reconcile data from disparate sources and systems
- Work reproducibly so that colleagues can follow and extend your work
- Ability to be self-directed, with a track record of taking initiative in process management
- Precision and quality focused, methodical, detail-oriented
- Experience in a K-12 or higher education environment is preferred
- Ability to work efficiently amidst competing priorities

Position Details

The Senior Data Systems Manager position is a regular, full-time, benefits eligible position. Anticipated start date is on or before January 11, 2021. Annual salary range is $60,000-$68,000 depending on education and experience. All UP Partnership staff are currently working virtually. To apply for this position, please submit your cover letter and resume in PDF format to Emily Calderón Galdeano at emily@uppartnership.org by 5:00pm on Monday, November 30, 2020.

- In the subject line write the name of the position you are applying for and your last name, for example "Senior Data Systems Manager-Smith"
- Please save your resume and cover letter as attachments with names as follows: "Senior Data Systems Manager-Smith-Resume" and "Senior Data Systems Manager-Smith-Cover Letter"

UP Partnership, formerly the P16Plus Council of Greater Bexar County, is a collective impact partnership that leverages data and coordinates leaders to drive equitable youth outcomes across San Antonio. For more information about our organization, visit our website at https://uppartnership.org.

UP Partnership is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.