



Data Manager – Part-time Contract Position Opportunity

Overview

[Consilience Group, LLC](#) is a locally and woman-owned professional services firm dedicated to promoting the wellbeing of all people, by fostering access to services and resources for people facing social and economic disparity. We do this by working in partnership with our clients to align and integrate the systems that serve these individuals with the goal of improving individual, family, and community outcomes. We are a fun, dynamic team of professionals who are passionate and committed to furthering social change. We believe in nurturing the entire person and promoting the multifaceted components that make each of us unique and enrich the fabric of communities.

The Data Manager will provide part-time, contracted support (approximately 6 hours/week) for an assigned consulting client. Support will include, but is not limited to, cleaning and analyzing program performance data; preparing visual and narrative summary dashboards and reports of program performance; maintaining documentation of all data processes and protocols; and supporting program process improvements.

The initial contract will be for one year with the opportunity to renew and/or expand support to other project clients.

Primary Responsibilities

- Integrate program data from a variety of sources at least monthly, leveraging and improving on the existing infrastructure that utilizes R and Microsoft PowerBI.
- Prepare at least quarterly reports for funders and other external audiences.
- Develop and refine internal PowerBI dashboard, analyses, & reporting for ongoing continuous quality improvement (CQI).
- Develop written monthly and quarterly performance insights and improvement recommendations.
- Lead internal dashboard and report training and technical assistance for client team members as needed.
- Maintain protocols for collecting, cleaning, and analyzing data (such as the Data Dictionary).

Position Requirements

- Strong data visualization and technical writing skills.
- Experience with a variety of databases, including electronic health records, case management software, and referral platforms.
- Proficiency in Microsoft Office (SharePoint, OneDrive, etc.) and Google Business Applications.
- Proficiency with Microsoft Power BI preferred but will consider experience with other data visualization tools along with a commitment and willingness to learn a new platform.
- Experience with data integration or warehousing and a willingness to learn R.

About You

- Passionate about promoting transformational change within the health and human services sectors.
- Enjoys thinking creatively and identifying solutions that challenge the status quo.
- Comfortable with trying new things.
- Functions well within a team but can move assigned work forward independently without extensive oversight or direction.
- Comfortable with a level of ambiguity and being responsible for generating solutions that help to bring greater clarity to an aspect of a project.
- Flexible and responsive to shifting priorities.
- Committed to delivering high quality work.
- Great sense of humor and can laugh!

Candidates are encouraged to inquire if their interest and skillset match the description and expectations above by March 1, 2025, by filling out the inquiry form posted on www.consiliencegroup.com/careers/.