JOB POSTING

Position Title:	**Operations Manager**
Job Location:	**TBD**
Responsible To:	**Director of Affiliate Services**
Status:	**Full Time, Exempt**

Background: Girls Inc. inspires all girls to be strong, smart, and bold. Our comprehensive approach to whole girl development equips girls to navigate gender, economic, and social barriers and grow up healthy, educated, and independent. These positive outcomes are achieved through three core elements: people - trained staff and volunteers who build lasting, mentoring relationships; environment - girls-only, physically and emotionally safe, where there is a sisterhood of support, high expectations, and mutual respect; and programming - research-based, hands-on and minds-on, age-appropriate, meeting the needs of today's girls. Informed by girls and their families, we also advocate for legislation and policies to increase opportunities for all girls and address the systemic barriers that impede girls' success, particularly girls in low-income communities and girls of color.

Summary: This newly created position will be an integral part of the Affiliate Services team as we provide support to Affiliates who have committed to grow the number of girls they serve. The Operations Manager will be a data architect responsible for collection and management of data used for analytical purposes. She/he will ensure data is validated, complete, and error free. This data will be critical as we determine financial investments; provide training, technical assistance and other resources; understand innovation; and, develop models for replication.

Specific Responsibilities include but are not limited to the following:

- Manage data for selected databases that support Affiliate Services
- Work with Affiliate Services to design and deliver pertinent reports by providing analytics in support of the Affiliate Model and identifying trends in Affiliate performance
- Make recommendations to ensure that data is captured around all components related to the Affiliate Model

- Create and maintain a shared repository of "institutional knowledge" of Affiliates

Qualifications:

- Experience with Girls Inc. preferred
- 3-5 years of experience working in data management and analysis
- Experience with various databases and management software
- Experience with Salesforce
- Good project management skills: ability to juggle multiple deliverables and meet deadlines
- Strong critical thinking and problem-solving skills
- Strong attention to detail
- Excellent written and verbal communication skills
- Self-starter
- Experience working with and representing diverse and multicultural populations
- Ability to work independently and in a team environment
- Advanced Excel and PowerPoint
- Bachelor's Degree required, Master's Degree preferred

Girls Inc. offers a competitive salary and benefits.

How to Apply:
Interested candidates should submit a resume and cover letter including salary expectations by March 31, 2017 by clicking here. No phone calls, please.

GIRLS INC. IS AN EQUAL OPPORTUNITY EMPLOYER.