



Position: Data Manager
Responsible to: Research and Evaluation
FTE/PTE: Full-time (40 hrs/wk) (Exempt)
Location: Indianapolis, Indiana Preferred, Remote Considered

Background: Girls Inc. inspires all girls to be strong, smart, and bold through direct service and advocacy. We work with schools and in communities to provide the mentoring relationships, safe spaces, and evidence-based programming that are proven to help girls succeed. Girls build the knowledge, skills, and confidence to lead change in their lives and effect change in the world. Girls Inc. also works with and for girls to advance legislation and policies that increase opportunities for all girls. Together with partners and supporters, we are building a new generation of leaders. Join us at girls.inc.org.

Position Summary: The Data Manager is responsible for managing the organization's common girl tracking system, and supporting the network-wide Strong, Smart, Bold, Outcomes Measurement Strategy (SSBOMS). The Data Manager may need to transform and analyze data from various sources in order to fulfill data requests from various internal and external stakeholders for reporting requirements.

Primary Responsibilities:

Project Management

- Collaborate within a team and across departments to manage documentation for data- and research-related processes
- Track and report on data and trends related to number of girls served, demographics, programs attended, etc. as needed
- Manage network wide data tracking tools and data collection mechanisms (e.g., annual surveys), develop written summary reports for annual surveys
- Develop, lead, and facilitate affiliate network's data tracking training tools and develop mechanisms to identify and address gaps and barriers in affiliate utilization of data tracking tools

Data Management

- Responsible for managing Girls Inc.'s IRB processes (e.g., renewals, ensuring proper documentation is shared and received from affiliate network)
- Coordinate all data- and research-related communications with Girls Inc.'s National organization and the affiliate network

- Audit data for quality assurance in the common tracking system database on a monthly basis.
- Collaborate with IT to maintain the function and integrity of research and data tools

Qualifications & Required Experiences:

- Demonstrates commitment to the Mission, Vision, and Girls Inc. Girls' Bill of Rights (<https://girlsinc.org/girls-inc-girls-bill-rights/>)
- Exhibits commitment to social justice values
- Experienced with using a database as a management and analysis tool; ability to keep clear, systematic electronic records
- Detail oriented, extensive documentation skills, organized and able to work in a fast-paced, multi-tasked environment
- Preferred: Experience in the nonprofit sector
- Demonstrated proficiency using a statistical software package such as SPSS or R, including the use of syntax.

Education & Experience: B.A/B.S. in related fields preferred (e.g., Information, Education, Social Sciences) with 2-3 years of work experience or M.A/M.S. in relevant fields.

Other characteristics

- Is committed to the Girls Inc. mission and to the advancement of equitable evaluation practices; espouses diversity, inclusion, and equity as personal and professional guideposts.
- Is able to work within teams as well as autonomously
- Is flexible and able to develop expertise quickly to support innovative efforts
- Welcomes and responds to feedback.
- Is able to travel within the United States and Canada for conferences, trainings, site visits and data consultation interviews.

Salary range:

Minimum salary: \$56,479 annually

How to apply:

Qualified applicants should send a resume with a cover letter including your salary range/requirements, and a writing sample to humanresources@girlsinc.org. The position will be open until it is filled. **PLEASE NOTE: Applicants without a cover letter and writing sample will not be considered.** No phone calls, please.

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