

Position: DATA INTEGRATION MANAGER
Hiring Organization: United Way of Salt Lake
Department: Collective Impact and Public Policy
Reports to: Data Operations Director

THE ORGANIZATION

United Way of Salt Lake (UWSL) has made a promise to our community—to change the odds so all children and their families have the same chance to succeed in school and life. We have adopted a unique approach to community problem-solving called Collective Impact. Our workplace is fast-paced, friendly, and adaptive. When you come to work here, we celebrate success, learn from failure, and always dream big. Our wages are competitive; the benefits package is comprehensive; perks like flexible schedules and staff parties make every day unique to you.

POSITION OVERVIEW

This role will administer the ETO database, and maintain the relationships of all users. Managing the database to ensure accurate and actionable information is available for conversations. Also, encouraging database users to meet their needs and make decisions. This role will also facilitate training opportunities in large- and small-group setting to educate on data accessibility, use, and security.

KEY RESPONSIBILITIES

1. ETO Support
 - Identify partner needs; build functionality required for each partner
 - Respond to requests from partners in a timely fashion
 - Monitor and support compliance with data privacy and sharing policies
 - Build reports and queries within ETO
 - Support internal staff to use ETO to help partners achieve community-level outcomes
2. Training Design and Facilitation
 - Design materials, curricula, and communication materials for trainings
 - Conduct in-person and virtual training sessions
 - Train people to lead other training sessions
 - Conduct needs analysis to personalize training
 - Evaluate training effectiveness through follow-up measurements
3. Data Management
 - Work with multiple partners, dataset and security levels to ensure full functionality and integration
 - Ensure contracts with vendors of data services contain appropriate privacy provisions.
4. Building Data Capacity
 - Maintain relevant relationships, and assist these individuals to utilize data in the most secure, efficient, and advantageous way
 - Map and maintain an understanding of where relevant data is available (including timelines and frequency for updates, geographies at which it is available, cost/difficulty of access, etc.)
 - Manage data requests
 - Create, and promote the use of UWSL dashboard and touchpoints
5. Other duties as assigned

POSITION REQUIREMENTS

- Understand UWSL's mission and vision of collective impact
- Ability to communicate in verbal and nonverbal formats to build relationships
- Proficiency in Microsoft Suite
- Experience with ETO a plus
- Understanding of data usage, storage, and structures
- Experience using data to influence organizational strategy
- Interpersonal skills to contribute on multinational team
- Willingness to learn, give feedback and accept feedback
- Ability to successfully manage difficult conversations and influence decisions

MIMIMUM QUALIFICATIONS

1. 1-2 years' experience working with relational databases
2. 1-2 years' experience designing and delivering training
3. Bachelor's degree with database experience

SALARY INFORMATION

This is an exempt position \$45,000–\$55,000 per year depending on experience

TO APPLY

Send completed applications to jobs@uw.org. Complete applications include a cover letter, resume, and employment application. Employment applications and the complete job description can be found at <http://www.uw.org/about-us/careers.html>