



Manager of Data and Internal Capacity Building

Job Description

Responsibilities

Data Collection and Reporting:

- Filter and “clean” data by reviewing reports, printouts, and performance indicators to locate and correct code or data entry problems
- Customize data collection and reporting needs for local community and provider partners participating in HMIS;
- Work with ED and provider partners to prioritize data collection and reporting activities including Coordinated Entry
- Analyze data to identify strengths and gaps in provision of homeless housing and services, develop reports and interpret trend or patterns in data sets
- Assist with the development and implementation of data collection and reports, data analytics and other strategies
- Acquire data from primary or secondary data sources and maintain databases/data systems
- Support and provide ongoing reporting to provider partners regarding performance measurements
- Ensure proper collection and submission of data per HUD and/or CoC requirements
- Facilitate Data Collection/Reporting Committees - this would be a committee of providers facilitated by staff; not a Board or HSN committee

Internal Capacity Building:

- Serve as editor and/or grant writer for funding opportunities
- Assist with development and implementation of organization policies and procedures that includes managing a system of collecting, revising and implementing policies and standard operating procedures for programs
- Assist with developing processes for quality assurance/regulatory compliance and support their implementation
- Support
- Identifies opportunities to improve processes and services
- Investigates new opportunities or strategies to support the mission of the organizations

Perform other related duties as requested

Qualifications

- Higher educational degree, social work, public administration, or related field is preferred; experience can be substituted using the ratio of 2 years of relevant experience equal to one year of education
- Extensive knowledge and at least five years experience working in the provision of homeless housing and services
- Must be proficient in data collection, analysis, and reporting
- Ability to work in collaboration with a diverse set of community partners
- Ability to build consensus toward common goals
- Excellent writing, verbal and interpersonal communication skills
- Ability to work independently and enjoy a variety of responsibilities
- Must be able to manage multiple tasks and priorities simultaneously
- Proficiency with Microsoft Office Suite and Mastery of Microsoft Word and Excel. Knowledge of HMIS or similar database and Tableau a plus.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, sit, walk, stoop, talk, hear, reach above and below shoulders; use hand and finger dexterity, keyboarding and making and receiving telephone calls. The employee may be required on occasion to lift and or carry up to 20 lbs.

Requirements

- Employment eligibility verification
- Valid NYS Driver's License