



Community Information System Manager

Position Description
(Full-time)

About the Organizations

Achieve Brown County is a non-profit, collective impact organization that provides a common framework for community collaboration. Partnering with numerous community entities across multiple sectors, Achieve Brown County works to measurably improve outcomes in the cognitive, social emotional and physical growth and development of all children in Brown County from birth into their careers.

Brown County United Way unites people, ideas and resources to create community solutions that strengthen every person and every community in Brown County. Through direct community mobilization, fundraising, grant making and advocacy efforts, Brown County United Way leverages all of its organizational resources, hundreds of volunteers and deep local partnerships to achieve lasting change.

The *Community Information System* is co-owned and maintained by Achieve Brown County and Brown County United Way. It is an innovative data infrastructure that serves as a foundation for the community's research and continuous improvement work.

Position Summary

Reporting to both Achieve Brown County and Brown County United Way leadership, the Community Information System (CIS) Manager has unique opportunity to contribute to the ongoing development and use of the CIS. Specifically, the CIS Manager is responsible for performing all core data management functions of the CIS, including coordinating the collection of data from partners; processing and preparing data to ensure that they are of the highest quality; analyzing and translating data into actionable population-level information; ensuring compliance with all data security requirements and contractual agreements; and serving as the primary liaison between core staff and the CIS host. Additional responsibilities include developing and tracking data project timelines, preparing status and data reports for both internal and external use, managing data resources, and serving as the primary thought leader on the design of new data-related tools and processes that could amplify success.

The position is jointly funded, supervised, and evaluated by Achieve Brown County and the Brown County United Way.

Key Job Functions

Project Management

- Track and monitor project progress according to established goals, timelines, milestones and deliverables
- Proactively manage the CIS budget, ensuring that funding is in place for all outsourced work and providing recommendations for necessary adjustments and/or quality improvements

Data Governance and Security

- Develop, review and/or provide oversight to relevant legal agreements, data sharing agreements, Memoranda of Agreement/Understanding, contract timelines and work plan implementation
- Understand, ensure compliance with, and educate stakeholders about laws, regulations, standards and/or contractual agreements governing personally identifiable information and the protection of human subjects

Continuous Improvement

- Assess CIS needs and lead the development and implementation of short- and long-term continuous improvement plans
- Explore opportunities for minimizing costs and maximizing resources, particularly through partnerships

Relationship Management

- Develop and maintain relationships with key stakeholders at partner organizations, including data “gatekeepers”/coordinators, IT staff, analytic staff and communication staff
- Coordinate and facilitate the work of the community-based CIS Leadership Team, including but not limited to its monthly meetings

Quality Assurance

- Conduct in-depth monthly QA analyses of data, following up with partners to fix issues on a timely basis
- Perform ongoing maintenance to the CIS infrastructure, including data access rights, data dictionary, basic statistics, and processes for sound data preparation, analysis and storage

Basic Qualifications

BA or BS and a minimum of three years of experience managing large scale data projects for the purposes of supporting research, analysis and continuous improvement. Demonstrated expertise with data management processes, methodologies and collection options and dealing with large volumes of data. Advanced proficiency in Microsoft Office, including Access or other database software.

Additional Qualifications

Graduate degree in social science or information science preferred. The ideal candidate will be highly productive working under pressure with time constraints and possess the ability to work independently, with supervision, or in collaboration with a team. Exceptional organizational skills and attention to detail. Strong knowledge of and experience working with community health data, K-12 public education data, post-secondary data and/or workforce data. Interest in education policy research and experience working with K-12 public education student information systems. Experience in a social science research setting and familiarity with collective impact a plus.