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<th><strong>Job Title</strong></th>
<th>Data Manager</th>
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**Summary**
The Mental Health Association of Maryland (MHAMD) is seeking a seasoned Data Manager (DM) to work collaboratively with various programs, executive management, and IT personnel to determine the best methods to retrieve, organize, access, and present information. The Data Manager is expected to both participate and delegate tasks among their team members to achieve their objectives.

**Job Purpose**

The Data Manager will be responsible for planning, developing, and implementing a comprehensive data strategy for MHAMD. The DM will strengthen the culture of data technology throughout the organization through strong stakeholder engagement, developing data governance policies, structuring analytics models, and producing self-service reporting. The DM will work with leadership to define reports to capture the organization’s impact and progress toward desired outcomes. The DM will work collaboratively across all departments to support MHAMD’s capacity to operate as a data-driven decision-making organization. The ideal candidate thrives in a team and collaborative environment, is end user focused, and has an exceptional ability to solve complex problems.

**Duties and Responsibilities**

- Design, develop, and modify data infrastructure to accelerate the processes of accurate data analysis and reporting.
- Reviewing presentations, manuscripts, graphs, and tables to ensure accuracy and quality.
- Developing standards of operation to specify handling, management, and archiving of data.
- Maintaining data management plans and enterprise data dictionary.
- Overseeing the integration of existing and net new technologies and initiatives into data standards and structures.
- Evaluating the design, selection, and implementation of database changes by comparing them with business requirements and design documents.
- Assessing system performance and making recommendations for hardware, software, and data storage improvements.
- Ensuring data and information security by integrating and upholding digital security systems.
- Identify opportunities to ingest external open data, enabling deeper business intelligence opportunities.
- Develop and chair data governance board
- Produce and develop high quality dashboards
- Lead collaboration efforts with the internal Data Team in performing regular audits of data collection to maintain integrity and quality
- Enhance and audit operationalized data governance policies promoting legal, regulatory (HIPPA), and organization compliance.
- Provide consultation to end users to enhance their ability to perform data collection and reporting independently.
- Other duties as assigned
Qualifications

- Ability to analyze, interpret, and organize large amounts of data
- In-depth understanding of modern databases, information technologies, and business intelligence platforms
- Excellent math, problem-solving, and analytical skills
- Excellent time management skills and the ability to work towards meeting multiple deadlines simultaneously
- Thorough understanding of management and data administration duties such as collection, analysis, and distribution
- Minimum of 5+ years of experience in data management
- Excellent understanding of the data to outcome lifecycle and the ability to effectively tell the story through data collection, analysis, visualization, distribution etc.
- Experience leveraging Salesforce, PowerBi and/or Tableau. Python experience is highly desired
- Excellent analytical and problem-solving aptitude combined with the ability to synthesize complex concepts and clearly translate their meanings to varying audiences
- Bachelor's Degree in Computer Science or Information Systems

Position Classification
Full time, exempt
Benefits include vacation, sick, personal, and holidays, life insurance, short-term and long-term disability, 403(b) retirement plan, medical, dental and vision insurance, and health savings account.

General Conditions

- Monday through Friday 8:30am to 5pm
- Prolonged periods sitting at a desk and working on a computer
- Reliable hi-speed internet connection
- Evening and weekend work will be required as needed

Flexible Work Arrangement
Position is FWA eligible

Location
State of Maryland

How to Apply
Send a cover letter noting your interest with salary requirements and resume to jobs@mhamd.org.

MHAMD is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, protected veteran status, gender identity or any other factor protected by applicable federal, state, or local laws.