

JOB DESCRIPTION

Job Title: Data Systems Manager
Reports to: Senior VP of Operations and Strategic Initiatives
Classification: Full –Time
Work Schedule: 40+ Hours a week

Organizational Summary:

With 14 locations throughout the world, Asia Society is the leading educational organization promoting mutual understanding and strengthening partnerships among the peoples, leaders, and institutions of Asia and the west. Asia Society Texas Center executes the global mission with a local focus, enriching and engaging the vast diversity of Houston through innovative, relevant programs in arts and culture, business and policy, education, and community outreach. Asia Society Texas Center operates as a separate 501(c)(3) organization and is an affiliate of the Asia Society global network.

Position Overview:

The Data Manager (DM) is a member of the Operations team. DM helps us collect, analyze and apply data to our daily operations, both to increase guest, volunteer and donor satisfaction and retention as well as to improve our revenue potential so the organization is financially sustainable. Responsibilities include: review data for inconsistencies or anomalies that could skew analytical results, timely update of information, and streamline data collection, reporting and analysis procedures to ensure fast access to metrics and other reports (Key Performance Indicators/KPI).

Responsibilities:

The primary responsibilities of this position fall into following areas:

- Accurate and effective database and software utilization (Raiser’s Edge, PatronManager, MailChimp, QuickBooks etc.)
- Create and enforce policies for effective data management
- Create reports and develops, tracks and analyzes all organizational KPIs
- Develops specifications for data capture and input; monitors input to ensure consistency, quality, and integrity of data
- Monitor and analyze information and data systems and evaluate their performance to discover ways of enhancing them (new technologies)
- Review and provide insights for the institutional data repository to cater for current as well future demands

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Key Qualifications:

- Bachelor's degree preferred
- Excellent organizational skills and attention to detail
- Knowledge of Salesforce, Raiser's Edge, PatronManager, MailChimp, QuickBooks and/or similar database application preferred
- Ability to work with large and complex data sets
- Ability to extrapolate conclusions from large data sets
- Advanced skills in Microsoft Office Suite
- An understanding of, and an ability to articulate, the accomplishments and goals of an organization like the Asia Society
- Interest and background in Asian cultures and/or foreign affairs

Personal Characteristics:

- Good oral and written communications skills
- Self-starter, with strong ability to set priorities and manage multiple tasks
- Willingness to interact with the public in a professional, courteous manner
- Ability to work collaboratively with entire development team on joint projects
- Willingness to take on tasks outside of typical job duties
- Organized and accurate, with attention to detail
- Deadline-oriented, displaying a high level of ethics and integrity

Requirements:

The requirements listed with this job description are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The candidate will ideally be an analytical professional with at least two years' experience (paid or unpaid) in data analytics who thrives on the opportunity to review and compound data.

Language Skills:

Ability to read, analyze and interpret timelines. Ability to respond effectively to sensitive inquiries or complaints. Ability to write a business letter. Comfortable and competent in speaking to vendors.

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Reasoning Ability:

Ability to define problems, collect data, establish facts and draw valid conclusions.

Other Skills and Abilities:

The position requires working knowledge Microsoft and Google Suites. Ability to work without direct supervision in a small office environment is required. Ability to hold a valid Driver's License and possess a car that can be used for work purposes.

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 the this job, the employee is regularly required to sit; use hand to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

Compensation:

Commensurate with experience. Asia Society Texas Center offers an attractive benefits package.

RELOCATION:

Asia Society Texas Center does not provide compensation for interview travel nor relocation expenses.

HOW TO APPLY:

Please email your cover letter and resume indicating position and salary requirements to:
HRDept@AsiaSociety.org

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Indicate job title in the subject line.

Resumes without cover letters will not be accepted.

No phone calls, please.

Only those candidates considered for an interview will be contacted.

Please regard your resume as having been received unless your email is bounced back.