



Data Manager | New York, NY

Reporting to the Vice President, Program Development & Strategy, the Jackie Robinson Foundation (JRF) Data Manager will be responsible for managing all aspects of data. The Data Manager will provide technology expertise and support in the development, management, and usage of systems, databases, electronic communications, reports, and data used by all JRF team members.

Essential Functions

- Lead the implementation of Technolutions Slate for Admission and Advancement from legacy systems including but not limited to Blackbaud Raiser's Edge and Blackbaud Education Edge
- Serve as the main point of contact for JRF team members for all things related to Slate
- Manage data cleanup process for all team members to ensure that only clean data is migrated to Slate
- Oversee all aspects of data integrity across all teams including finance, operations, development, communications, programs, research, and the Jackie Robinson Museum
- Train all staff to be self-sufficient in completing tasks within the Slate instance
- Oversee the development of complex portals within Slate
- Design details for full utilization and implementation of features in Slate to maximize team effectiveness, including developing a user handbook.
- Develop solutions involving process design, data information and architecture, and policy and procedural change
- Stay current on data privacy regulations, update privacy policy as necessary, and ensure the highest level of data security

Education and Experience

- Bachelor's degree in management information systems or related field
- Five to seven years' of experience in college admissions or a non-profit organization

Qualifications

- Advanced experience with Technolutions Slate CRM
- Experience with Blackbaud Education Edge and Raiser's Edge
- Ability to work with data of varying levels of quality and validity
- Excellent organizational and interpersonal skills with meticulous attention to detail
- Ability to effectively convey complex information to individuals or groups of people of varying experience levels

**Compensation**

Salary will be within a range appropriate for an organization of this size. The benefits package includes comprehensive health insurance, including dental and a vacation and personal days off allowance.

Start Date

This position will be filled as soon as possible.

Procedure for Application

Submit a resume and a brief cover letter describing interest, relevant qualifications, and experience, in confidence, to La'Tonya Johnson (inquiries@jackierobinson.org).

About the Jackie Robinson Foundation

Founded in 1973 by Rachel Robinson, Jackie Robinson Foundation (JRF) has advanced higher education by providing generous, four-year scholarships and comprehensive support services to highly motivated minority students attending colleges and universities throughout the country. JRF's efforts have led to a consistent 98% graduation rate among JRF Scholars. JRF has disbursed over \$90 million in grants and direct program support to 1500 students who have attended over 260 different colleges and universities across the country. JRF alumni are leaders in their communities and across a broad range of professional fields –and are true ambassadors of Jackie Robinson's legacy of service and humanitarianism. Expanding its mission of education and the Robinson legacy, the Foundation is engaged in constructing the Jackie Robinson Museum in New York City. The Museum, which will include a robust online component, will chronicle Jackie Robinson's storied athletic career and his social impact across society through artifacts, media-rich, state-of-the-art exhibits, and interactive programming.

The Jackie Robinson Foundation has an operating budget of over \$8.6 million and is governed by a twenty-one-member Board of Directors. Its full-time staff numbers eighteen. The quality, dedication and creativity of the staff, and the support and generosity of its Board are strengths of the organization. For more information about JRF, please visit www.jackierobinson.org

This organization is an equal opportunity employer and welcomes candidates from diverse backgrounds.