



**Job Title:** Data Manager

**Job Summary:**

The Data Manager is an integral member of UP Partnership's strategic impact teams, contributing to a range of education research and policy projects that support UP Partnership's efforts to increase awareness of and commitment to advance equity in our youth-serving systems and close racial/ethnic disparities in educational outcomes. The Data Manager plays a key resource role in developing tools and analyzing existing data and research to support strategy selection, designing data collection methods to evaluate the effectiveness of strategies, and visualizing results in comprehensive and compelling ways. This position reports to the Director of Data and Information Management.

**Essential Duties and Responsibilities:**

**Internal Data Systems and Integration**

- Ensure high-integrity analysis of datasets using tools such as Excel, R, Python, or SQL.
- Build data visuals using platforms such as Tableau or Power BI.
- Design, develop, and maintain Salesforce reports and dashboards to monitor key education metrics, ensuring data is actionable and accessible to stakeholders.
- Support the development and maintenance of scalable Salesforce architecture and integrated systems using tools such as Form Assembly, Tableau, and others to enable automation, usability, and operational efficiency across platforms.
- Prepare, clean, and transform raw data from multiple sources to ensure accuracy, completeness, and consistency prior to analysis and visualization.
- Support the design, construction, and implementation of technologies that increase efficiency and effectiveness of data use, both internally and externally.
- Build data capacity, literacy, and competency across UP Partnership staff and partners.

**Strategic Advancement**

- Responsible for visualizing data and results electronically with an emphasis on disaggregation by race/ethnicity, gender, and economic status throughout Bexar County.
- Acquire and analyze educational data that supports strategic planning and decision-making across UP Partnership, networks, collaboratives, and councils.
- Maintain internal and external-facing dashboards that track UP Partnership's collective progress.
- Work with external research partners, including external evaluators and technical contractors, as needed.

- Facilitate the progress of institutional and community partners aligned with UP Partnership's priority strategy work, including countywide Future Ready initiatives.

### **Internal Systems and Integration**

- Partner with the Director of Data and Information Management to ensure UP Partnership's data security posture including data and cybersecurity.
- Assist in developing, building, and deploying technologies to enhance internal operational efficiency and effectiveness.
- Assist in the development and maintenance of new internal systems and processes.

### **Sustainability and Operations**

- Support Development and Grant Managers with grant milestone tracking and reporting.
- Maintain an attitude of complete ownership of team results and outcomes.
- Positively contribute to organizational culture and model UP Partnership values.
- Lead and/or support other UP Partnership initiatives and priorities as needed.

### **Most Critical Competencies:**

- **Research Methods/ Data Analysis** - Research methods are specific procedures for collecting and analyzing data. Data analysis involves cleaning, validation, transformation, and manipulation of raw data to produce actionable insights.
- **Technology (Enterprise systems, data platforms, integration tools, and data visualization software)** - Specialized knowledge and expertise in operating and administering modern data systems and software tools to complete tasks and enhance organizational efficiency. Proficiency in Microsoft Excel and PowerPoint is a must. Experience with Salesforce administration (including report/dashboard design and architecture), Tableau, Power BI, Form Assembly, R, SQL, and/or ArcGIS is highly desirable. The ideal candidate will also demonstrate familiarity with scalable system design, data automation, and integration between platforms to support streamlined workflows and reporting.
- **Demonstrates results-oriented discipline** - Those working in backbone roles are continually called upon to suspend processes they know have been used, those procedures are well-known and practiced, the reasons for improvising are well understood, the big-picture outcomes are kept clearly in focus, and disciplines around task management and action tracking are maintained.
- **Is a perceptive, strategic systems thinker** - Success in the role requires backbone facilitators to consider all the systemic variables that have the potential to accelerate or impede the work of the partnership. They must be attuned to both obvious and non-obvious factors, especially those subtle influences that have the power to derail the work of the group if not monitored and managed intentionally and strategically.
- **Generates new insights by leveraging knowledge, observation, intellectual agility and data** - To be effective, those in backbone roles must be able to quickly process new observations and information and integrate them with a large repository of known

information about the context (e.g., people, systems, politics, policies, past efforts) to develop insights, identify opportunities, avoid traps, and reframe issues in ways that keep the partnership moving forward. In a similar way, they must understand and leverage data in ways that unlock new insights.

- **Data visualization** - An interdisciplinary field that deals with the graphic representation of data. It is a particularly efficient way of communicating when the data is numerous, for example a data dashboard.
- **Data integration** - Combining data residing in different sources and providing users with a unified view of them. A common use of data integration is in data mining (e.g., analyzing and extracting information from existing databases that can be useful for Business decisions).
- **Equity Focus in Data** - Identify, understand, and address potential biases and inequities within data sets and analysis. A successful candidate will be able to ensure that data collection, analysis, and reporting practices are conducted in a way that promotes fairness and avoids perpetuating historical or existing biases.

**Position Details:**

This position is a full-time, permanent, and benefits eligible position. The anticipated start date is on or before August 25, 2025. The annual salary range is \$68,000-\$78,000 depending on experience. All UP Partnership staff are currently working on a hybrid schedule blending in-office and remote work. **To apply for this position, visit our [Career Portal linked here](#) and submit your cover letter and resume.**

UP Partnership, formerly the P16Plus Council of Greater Bexar County, is a collective impact partnership that leverages data and coordinates leaders to drive equitable youth outcomes across San Antonio. For more information about our organization, visit our website at [UP Partnership](#).

**UP Partnership is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**