



Transforming the Farmer to Consumer Supply Chain with Climate-Smart Agriculture Partnerships Project

Data Manager

About the Position

We are in search of a Data Manager to oversee the development, implementation, and use of data systems.

This role ensures effective data management, formulates data collection techniques, implements secure procedures for data handling and analysis, and establishes data sharing rules.

This position will collaborate closely with outsourced IT, consultants, and internal teams to ensure data quality, compliance, and security, ensuring that the systems support business objectives effectively

About the TransformF2C Project

The Transforming the Farmer to Consumer Supply Chain (TransformF2C) project is leveraging expertise and positioning of strong partnerships to deliver on a \$70 million U.S. Department of Agriculture Partnership for Climate Smart Commodities grant. Serving as a collaboration between industry partners, the project is designed to develop end-to-end supply chain partnerships with the goal of both producing climate smart commodities and marketing them via brands and retailers to consumers. The Project strives to develop localized marketing opportunities for climate-smart commodities. This project is collaborating to provide a suite of financial, technical, and agronomical services to interested growers in support of the production, record keeping, marketing, and promotion of climate-smart soybeans. In coordination with its Project Partners and Service Providers, Carbon A List aims to enroll more than 350 participating farms in its climate-smart commodity incentive programs.

Job Responsibilities

Identify & Implement Efficient Methods to Intake, Organize, Store & Analyze Data, While Maintaining Strict Security and Confidentiality Measures

- Implement and enforce policies for effective data management and governance.
- Identify and collaborate with internal teams regarding the best system partners (Customer Relationship Management - Salesforce, Contract Management, electronic signature – DocuSign, etc.)
- Identify and implement standard operating procedures for quality data collection to ensure adequacy, accuracy, and legitimacy of data.
- Create and implement rules and procedures for data sharing.
- Create and implement efficient and secure procedures for data management and analysis.
- Ensure data strategies and practices adhere to legal and Grant standards.
- Lead, plan, and conduct data auditing.
- Serve as point of contact with external auditors during the auditing process.
- Monitor and analyze information and data systems to evaluate performance and discover ways of enhancing them (new technologies, upgrades, etc.)
- Set the standards and adherence to file naming, file storage, and version control.
- Maintain knowledge management / documentation to ensure organized, documented systems (e.g., Wikis, whiteboards, etc.)
- Generate required reports (ex: USDA Quarterly Reporting, reports to Partners) as well as other data-driven insights that support the team.
- Support others in the daily use of data systems.
- Ensure the seamless and secure flow of information within and externally, guaranteeing timely access and delivery of data, as needed.
- Troubleshoot data-related problems and authorize maintenance and/or modifications.

Identify, Contract With & Monitor the Deliverables of Expert Consultants

- Establish the needs and scope of work for IT-related contractors.
- Work with the Operations Lead on the RFP/procurement process and advise on RFP criteria.
- Contribute to the development of RFPs including defining the criteria that potential partners must meet.
- Author the performance/deliverables for contracted partnerships.
- Select contractors per the scope of work and criteria established.
- Ensure Contractor performance is meeting the SOW and deliverables.
- Review invoicing to ensure adherence to pricing provided, as needed.

Required Qualifications

- Bachelor's degree in computer science or a related field (relevant work experience may be considered in lieu of a degree).
- Proven experience (3-5 years) in data management or a related field.

Core Competencies

- Excellent understanding of data administration and management functions (collection, analysis, distribution, etc.)
- Familiarity with modern database and information system technologies
- Analytical thinking and critical thinking skills, with the ability to assess data risk
- Outstanding troubleshooting abilities with an interest in rolling up your sleeves to get to a solution
- Proficiency in using MS Office, productivity tools, project management software, and customer relationship management (CRM) systems
- Strong interpersonal and relationship-building skills, with the ability to collaborate effectively with diverse stakeholders
- Excellent written and verbal communication skills, with the ability to convey complex ideas, and negotiate effectively
- The ability to build and maintain strong professional relationships with consultants and coworkers
- Experience and ability to manage contractors
- Experience in developing and implementing successful systems and SOPs
- Ability to prioritize tasks, meet deadlines, roll up your sleeves and do the work
- The ability to work in a highly autonomous role while accomplishing timely and quality results which positively impact the business
- Previous experience and proficiency in CRM (Customer Relationship Management), AMS (Application Management System) and CMS (Contract Management System)
- Ability to travel via vehicle and plane

Preferred Qualifications

- Grant data management
- Experience in agriculture or climate change community/space
- Familiarity with legal and contractual aspects of partnerships
- Familiarity with Asana, Wix, and Airtable

Physical Qualifications & Work Environment

- Normal physical requirements associated with working in an office environment such as prolonged sitting and repetitive motion such as typing on a computer keyboard.
- May also require periodic standing, walking, and/or bending.
- Visual acuity sufficient to perform frequent work on a computer screen and review printed reports and other materials. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.
- The person in this position has frequent in person and virtual contact with others. Requires the ability to hear and to communicate orally with others.

Salary

\$80,000 - \$95,000

Application Deadline

Thursday, November 22, 2024 at 11:59 PM EST