Job Title: **Technology & Data Manager**
Reports Directly To: Director of Finance & Operation
Status: Full-time, Exempt

ABOUT LITERACY CONNECTS

Literacy Connects is a volunteer-driven Tucson nonprofit serving over 48,000 children and adults annually through programs focused on literacy and creative expression. As the premier literacy hub of Southern Arizona, we connect individuals and groups from across the community to work together for long-term social impact. While each of our programs uses different delivery models to achieve our mission, they are unified in achieving transformational learning through joyous student-centered relationships and a strength-based approach. We know that while building skills is critical, long-term success depends on shifting attitudes and behaviors. We believe that when people come to identify as learners, readers, writers, creatives, and empowered citizens, their resilience increases along with opportunities to help themselves and others.

ORGANIZATIONAL VALUES

The core values that influence our organizational direction are equity and social justice, creativity and imagination, collaborative relationships, joy, and transformational learning. We are positive and always try to work from a place of gratitude. We seek board members, staff and volunteers who are passionate, committed to the mission, and can embrace our core values.

JOB DESCRIPTION

The Technology & Data Manager will assure that Literacy Connects' technology is current and fully implemented to build awareness, capacity, and efficiency. As part of the Finance & Operations team, this role will research, implement, and maintain systems for use by staff, volunteers, and students.

WHO YOU ARE

- An intrapreneur who anticipates programmatic and organizational needs
- A self-starter who enjoys researching and implementing new technology to increase organizational efficiency
- A tech-savvy worker with an interest and experience in data, software, and hardware, and someone who wants to shape how technology is used in a non-profit environment
- A customer support-oriented teammate with the ability to explain technical concepts to non-technical users
- A results-oriented problem solver who is able to meet deadlines and thrive in a fast-paced environment

- A team member with a sense of ownership and pride in performance and its impact on the organization's success
- A graduate of a Bachelor's degree program with 3 years of experience working with data or IT

- Preference will be given to those with experience managing Customer Relationship Management (CRM) database systems and data management functions (collection, analysis, distribution)

WHAT YOU'LL DO

- Research databases to ensure that Literacy Connects is using the best systems to meet organizational needs
- Manage and maintain database to serve organization-wide needs (currently Donor Perfect Online)
- Import and export data as needed by staff
- Analyze data to find trends and evaluate efforts
- Maintain database results by setting and enforcing standards and control
- Work with programs to research and find hardware and/or software required to meet needs
- Assist with hardware usage including PCs, Macs, Chromebooks, projectors and AV equipment
- Manage Google G Suite, Zoom and other licensed software
- Provide assistance with Microsoft and Google applications
- Create and implement links, forms and registrations so they are in sync with website
- Create tailored training videos/materials and conduct training programs for staff on technology and databases
- Recommend technology strategies, policies, and procedures by evaluating organization outcomes
- Work with program staff to develop and implement a data driven volunteer recruitment plan

COMPENSATION
Hiring range is $40,000-$50,000 based on qualifications and experience.

APPLICATION INSTRUCTIONS
Please submit a letter of interest and resume to rwerner@literacyconnects.org by August 7, 2020.

WEB SITE
www.literacyconnects.org

Literacy Connects is an equal opportunity employer and prohibits employment (be it as a volunteer or paid staff) discrimination based on race, color, sex, marital or familial status, sexual orientation, gender identity, age, religion, veteran status, national origin, ancestry or disability.