Data Manager

Gould Academy, an independent boarding school of 215 students, grades 9-PG, in Bethel, Maine, seeks a Data Manager to join our team in the Technology Department. This role reports to the Technology Director and works closely with other members of leadership to provide assistance and support in the strategic management of Gould’s data system and provide efficient and effective organization of the school’s assessment, reporting, recording and tracking systems.

Essential Qualities of Employment

- Relevant knowledge and skill in their area of expertise
- Creative, life-long learner who seeks to constantly evolve and expand their knowledge base
- Kid-centric
- Selfless team player and intrinsically motivated
- Excellent oral and written communication skills
- Tech savvy
- Responsible and trustworthy; exhibits good judgement
- Possesses strong moral values that are aligned with Gould’s
- Seeks joy and inspires others through their actions and words
- Adheres to policies and expectations articulated in the Employee Handbook

Essential Duties and Responsibilities

Data integration between systems
- Vendor management where integration was handled by the vendor
  - The management between vendors to resolve issues
- Develops specifications for data mapping to be implemented by a software developer

Data integrity
- Determines data needed to be collected and the appropriate data resources
- Formulates, implements, and enforces proper data processes and procedures
- Oversees data handling
  - Consults with staff on data entry issues and assists in developing means to correct the problems
- Reviews entered data on a regular basis

Data Reports and Analysis
- Understands and ensures privacy law and standards
- Evaluates current systems to improve operations
- Prepares data reports for distribution
- Develops ad-hoc reports as necessary
- Occasional Data Entry/Imports
- Data mapping and import at the request of departments
- Custom Complex Data Queries to the specification of end-users
Other Duties

- Provides ongoing consultation and technical assistance.
- This job description in no way states or implies that these are the only duties to be performed by this employee. They will be required to follow any other instructions and to perform any other duties requested by their supervisor(s) and/or the Head of School.
- We encourage candidates with additional interest in either coaching, leading student activities, or helping with dorm supervision to indicate that on their application.
- Community life is all encompassing. Many employees help to supervise students on school nights and weekends in various roles. Dormitory duty usually involves one weekday night and weekend coverage or activities every three or four weekends.

Qualification Requirements

- Bachelor’s Degree in Computer Science, Management Information Systems or related field recommended.
- Two years of Data Management experience
- Proven experience with Blackbaud Core, FE, RE & EMS
- Excellent oral and written communication skills
- Ability to get along with co-workers and other school community members
- Obtain a State of Maine, Department of Education CHRC clear status by successfully passing a criminal and sexual offender background check

Physical Work Environment

These physical requirements are not exhaustive and additional job-related physical requirements may be added to these by individuals on an as-needed basis. Corrective devices may be used to meet physical requirements.

- It is essential to be able to meet the physical demands of standing and sitting for extended periods of time
- Exhibit manual dexterity to dial a telephone
- Ability to bend, stoop, push/pull and to grasp objects and reach overhead
- Must be able to visit and move around all campus locations and off-campus or to other work sites for appropriate training and/or meetings as required and outlined in essential duties
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Compensation and Benefits

This is a full-time, benefits eligible, exempt position. The school provides cost sharing for medical and dental insurances, free life insurance, a generous retirement plan contribution, professional development opportunities, and meals for you and your family.
Equal Employment Opportunities

Gould Academy does not discriminate on the basis of national origin, race, creed, color, gender, disability, or sexual orientation in the administration of its educational policies, admission, financial aid, loans, hiring process, and other school programs.

Click here to create an applicant profile

Working at Gould
To learn more about Gould, visit www.gouldacademy.org/careers, or look through our prospectus. If you prefer to apply by mail, please contact Deborah Menezes, Director of Human Resources, at 207-824-7797.

Gould Academy's mission is to prepare academically motivated students for college and to help them to become independent-minded, ethical citizens who will lead lives of purpose, action, excellence, and compassion in a dynamic world.