Data and Systems Manager

The Organization and Its Programs

Codman Square Neighborhood Development Corporation (CSNDC) is building a cohesive and resilient community in Codman Square and South Dorchester. We develop affordable housing and commercial spaces that are safe, sustainable and promote economic stability for low- and moderate-income residents of all ages. We provide employment and business development programs and value diversity. CSNDC partners with residents, non-profits, and local businesses to encourage civic participation and increase community influence in decision-making, resource allocation and comprehensive plans for our neighborhood. As part of our team, you will be working with a diverse group of caring and hard-working people, doing meaningful work in our local community. Come join us!

Systems and Data Management

CSNDC is looking for a focused and organized data and systems management specialist who can work collaboratively with management and program staff to support the development and maintenance of a comprehensive system that ensures the organization is effective, efficient, and ethical in using data to advance organizational goals and priorities. This person will develop reports and dashboards to support the management team, program staff, and board in making data-driven strategic decisions. The Manager of Data and Systems will also play a significant role in developing and implementing processes and tools to assess data quality, accessibility, and alignment. An ideal candidate should be accessible, people-oriented, and able to work with a diverse group of colleagues to develop and implement data processes and tools. This includes developing documentation and training materials to support effective data stewardship and governance across all organizational departments. Reporting to the Vice President of Fundraising & Impact Analysis, this position will work closely with CSNDC's Senior Management team, service delivery staff, and external parties as appropriate.

Responsibilities and Duties:

Data Stewardship (40%):
- Manage agency-wide reporting efforts (e.g., as required by funders, management, and the Board)
- Work closely with management, program staff, and other stakeholders to define data collection needs and workflows.
- Model, design, and implement databases and database automations in alignment with end user and organizational needs.
- Make recommendations about the best tools and architecture to maintain system integrity and produce the desired end results.
- In partnership with the Vice President of Fundraising & Impact Analysis and the Director of Finance and Administration, ensure the system and its entire dataset comply with all legal requirements, funder obligation, and industry best practices.
- Manage relationships with external vendors specific to data/system issues as needed.

- In partnership with the Director of Finance & Administration, install updates, security patches, and make necessary changes in a timely manner for all organization wide data systems.
- Ensure that all staff have appropriate access and permissions to relevant data systems to optimize efficiency and data security and integrity. Maintain regular data backup files and other necessary redundancies to ensure business continuity.

Systems Development (50%):
- In partnership with organizational leadership and other stakeholders, develop and implement data stewardship and governance policies and procedures to ensure compliance, ethical data use, and optimize efficiency in meeting organizational needs.
- Develop and implement onboarding orientations and regular training for staff and other end users on both technical aspects of systems and organizational policies and procedures related to data.
- In partnership with the Vice President Fundraising & Impact Analysis and other Senior Managers, develop and implement a Continuous Quality Improvement program for all agency wide data systems.
- In partnership with the Vice President of Fundraising & Impact Analysis, coordinate, complete, and submit high quality agency reports in a timely manner.
- Advise the Vice President of Fundraising & Impact Analysis and other decision makers on development priorities and technology infrastructure needs to properly maintain existing systems and meet future needs.
- Review contracts to determine how contractual requirements relate to the development of the overall database system and implement changes to the system to ensure compliance.

Organizational Support (10%):
- As requested, participate in organization-wide events (e.g., Annual Meeting, Anniversary Gala etc.)
- Participate in cross-functional work groups and committees as requested.
- Maintain knowledge and awareness of key organizational plans and priorities.
- Participate in relevant external associations and workgroups to maintain current knowledge of best practices.

Other related duties.

Our Ideal Candidate:
- Three to five years' experience in database management systems and tools such as Salesforce, Tableau, and SharePoint.
- Three to five years' experience in managing complex cross-functional projects.
- Demonstrated experience in delivering technical training to both technical and non-technical staff.
- Three to five years' experience in community development, human services nonprofits, or other role managing complex quantitative and qualitative data, including sensitive or confidential data.
- Creative and flexible problem-solver.
- Excellent verbal and written communication skills, especially in translating technical concepts to non-technical audiences.

- Patient, person-centered approach, with strong cultural humility
- A bachelor's degree or higher in a related field is strongly preferred. Experience may be substituted for degree requirements.
- Experience in case management and learning management software is a plus.
- Language skills in Spanish, Haitian Creole, or Cape Verdean Creole are a plus.

Salary & Benefits
This is an exempt position with a base salary of $78,500, negotiable depending on experience. In addition, CSNDC offers a comprehensive benefits package, including paid time off, an employer-matched retirement savings plan, and employer sponsored health, dental, vision and disability insurance.

Work Site & Schedule
This is a hybrid position. If hired, the Data and Systems Manager would be expected to work on site at the CSNDC office in South Dorchester at least two days per week. The position is full time, 37.5 hours per week. Occasional evening and weekend work may be required to support organizational events.

The Selection Process:
Please submit a resume and cover letter by July 21, 2025. Applications should be submitted to Harrison Holcomb, Vice President of Fundraising, and Impact Analysis. Please submit it via email to harrison@csndc.com.

No phone calls, please.

CSNDC seeks to fill this position by September 2, 2025, and applications will be acknowledged and reviewed as they are received.

Codman Square Neighborhood Development Corporation is an equal opportunity employer. Local residents, women, and people of color are encouraged to apply.