Title: Data Management and Technology Officer
Reports To: Chief Financial Officer (CFO)
FLSA: Full-time- Exempt
Prepared Date: January 2025
Approved By: Cali Brooks, President/CEO

Adirondack Foundation is a highly professional, energetic nonprofit dedicated to building stronger communities and a better quality of life for all residents in the Adirondack region. Since 1997, the Foundation has managed a growing collection of charitable funds created by individuals, families and businesses. Each year, the foundation raises millions in new gifts and distributes millions through grants, helping thousands of donors achieve their philanthropic goals and hundreds of nonprofits carry on their good work. Adirondack Foundation is a 501(c)(3) public charity, governed by a dedicated Board of Trustees with more than $100 million under management, 300+ funds and a staff of fourteen dedicated professional staff.

The Foundation is a learning organization that embraces a culture of high performance, transparency and flexibility. The staff all participate in some form of professional development on an ongoing basis and work cooperatively as a team, respectful of each other, the volunteer board that guides our work and the donors and nonprofits with whom we work.

JOB SUMMARY
As part of a closely-knit team of dedicated professionals, this person is responsible for acting as the custodian of the Foundation's technology and data assets. They ensure data accuracy, accessibility, compliance with data governance policies, implementing data security measures, and defining processes for data access and sharing across the organization. This position's duties include developing systems, procedures and policies for data management; assisting colleagues in performing data-related tasks; and meeting the Foundation's research and data analysis needs for sharing performance and impact.   The Data Management and Technology Officer is responsible for managing the database(s) of information affiliated with each donor, gift, and charitable fund and for other tasks associated with the business of running a community foundation.

This person will also serve as the primary liaison to our core software vendors for testing new releases and working with the Foundation leadership to plan, test and implement process and system enhancements. This includes management of the Foundation's third-party vendor who supports our network, computers, printers and telephone system as well as the collection, organization, storage, and security of the Foundation's data.

The position reports to and works directly with the CFO and interacts with the rest of the staff as a team member. Accuracy, attention to detail, self-motivation, commitment to the privacy of our donors, and dedication to our philanthropic purpose are required.

REQUIRED SKILLS:

- Database administration: Understanding of relational databases, knowledge of available systems, tools and resources to facilitate data management.
- Data management: Awareness of data review processes, development of best practices for data collection, storage and reporting. Ability to identify data issues and then develop and implement solutions to address those issues.
- Data visualization and reporting: Experience designing and implementing analytical reviews, data validations and data visualization. Advanced knowledge of Microsoft Excel; ability to develop and optimize queries; experience using analytical tools.
- Process and system management: Capacity to adjust configurations and implement system and process enhancements. Experienced in development and maintenance of standard operating procedures. Experience managing third party vendors for maintenance of business systems. Awareness of cyber threats, data protection protocols and incident response protocols.

JOB RESPONSIBILITIES
- Lead efforts involving cross-functional study team members to ensure the completeness, consistency, and accuracy of the Foundation's data.
- Develop and maintain the Foundation's standard operations procedures and taxonomy for data management.
- Research, evaluate, make recommendations and implement system solutions and processes that enhance the work of the foundation.
- Support program impact analysis, measurement, and reporting efforts by guiding efficient data management and tracking processes for program and community indicators.
- Identify data systems issues, develop and implement solutions to address systems and process issues.
- Serve as backup to the Controller for generating grant letters and payments for grant processing. Serves as backup to Grants and Programs for quality control review for the entry process to ensure accuracy and impact tracking. Serves as the backup for gift acceptance and receipts.
- Compile analysis, conduct research, and generate data documents for management and the Board of Trustees to support Foundation decision making and measure community impact.
- Manage data collection and reporting for processes like National Standards and GuideStar.
- Assess and recommend technology solutions (e.g., Google Workspace, Asana) to support team collaboration and operational efficiency as the organization grows.
- Monitor trends in emerging technologies, such as AI applications, and explore opportunities to integrate them into the Foundation's operations to drive innovation and impact.
- Frequent communication and coordination with IT third-party vendors supporting different systems in use at the Foundation. Determine when and how to adjust configurations and implement system and process enhancements.
- Maintain confidentiality, which is critical to earning the trust of our donors.

Other Responsibilities
- Participate in Foundation events, meetings, retreats and other duties as required.
- Collaborate with all staff to identify and pursue funding opportunities. Participate in special events or projects that align with the Foundation's mission and contribute to donor engagement and development efforts.
- Contribute content and insights to the Foundation's communications and marketing efforts to enhance storytelling and visibility.

DESIRED PROFICIENCIES: Knowledge of and experience with donor/gift and charitable giving and/or administration. Working knowledge of Foundant ERP. Network and systems administration understanding. Prior Community Foundation work experience. Use of AI tools for data management and reporting. Advanced degree or certification in a quantitative discipline.

GENERAL COMPETENCIES: Strong organization skills; excellent attention to accuracy; demonstrated excellent communication skills; demonstrated teamwork skills; ability to multitask.

PHYSICAL DEMANDS
While performing the duties of this job, the employee is regularly required to talk or hear. Required to sit or stand for long periods and utilize continuous repetitive motions. Required to stand, walk, stoop, kneel, crouch, climb stairs, balance, bend, stretch, twist, reach with hands and arms, and use hands to position, handle, or feel. The employee must occasionally lift, pull and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT
This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

POSITION TYPE/EXPECTED HOURS OF WORK
This is a full-time position, and the hours of work and days are Monday through Friday. This job can be accomplished on a hybrid schedule, but at least three days per week are required in-office for the team to function well. No significant travel is expected for this position.

OTHER INFORMATION:
In compliance with New York State's Pay Transparency Law, the annual base salary range for this position is USD $60,500 to USD $85,000. Adirondack Foundation considers factors such as (but not limited to) scope and responsibilities of the position, candidate's work experience, education/training, key skills, internal peer equity, as well as market and organizational considerations when extending an offer. This pay range represents base pay only. Adirondack Foundation also provides high-quality, comprehensive benefits including health care coverage, generous paid time off and ways to save for the future.

INTERESTED CANDIDATES:
Send cover letter and resume as a single Word or PDF document via email to: info@adkfoundation.org

Please submit responses electronically via email. Response may also be received by U.S. Postal Service if an electronic medium is not available. No calls please. Application will be open until filled. We thank all candidates for their interest; however, only those selected for an interview will be contacted. Adirondack Foundation is an equal opportunity employer.