



## Reporting Manager

### **About AccessMatters**

AccessMatters, a non-profit, public health organization located in Center City Philadelphia, envisions a future where every person has the health care and information they need to thrive. In service to that vision, AccessMatters' mission is to protect, expand, and enhance equitable access to sexual and reproductive health care and information for all people. Our team strives to advance our mission in accordance with these guiding principles: (1) sexual health is an essential component of health and wellbeing across the life span; (2) access to quality, affordable health care – including sexual and reproductive health care – is a fundamental human right; (3) every person, family, and community deserves to be treated with dignity and respect; (4) programs and services should be evidence-based, prevention-focused, and person-centered; (5) organizational excellence is best achieved through a culture of inclusion, diversity, innovation, and accountability; (6) clients, volunteers, staff, partners, and supporters should be treated with kindness, dignity, and respect in a trauma-informed and culturally responsible environment; and (7) everyone deserves a caring workplace environment that fosters trust, teamwork, creativity, and work-life balance where work is enjoyable and where staff are supported in their professional development and their pursuit of excellence.

### **Job Summary**

Reporting to the Senior Data Manager, the Reporting Manager works as a member of the Research, Evaluation, and Data team to maintain, oversee, and improve comprehensive program data infrastructure, systems, and reporting capabilities and to work with other members of the Data Team as well as staff members from other departments to implement an overarching strategy for data collection, integration, management and analytics. These responsibilities include managing quality in data collection and reporting, conducting quantitative analyses, and creating and running descriptive reports, in collaboration with internal teams and external stakeholders, including consultants, funders, program officers, community-based partners, government representatives, and the general community. This position is full time and exempt.

### **Essential Functions:**

***Reporting to the Senior Data Manager, the Reporting Manager will:***

### **Advance and Support Agency Efforts in Quality Data Collection, Reporting, and Analysis**

- Conduct analyses to assess program impact and inform program development using data manipulation language in MS SQL Server, analysis (e.g. SAS, SPSS) or mapping (e.g. ArcGIS) software tools.
- Develop and maintain relevant reporting using business intelligence and data visualization tools (e.g. SSRS, Crystal Reports, Excel Power Pivot, Power BI, Tableau, or Qlik) to meet program needs.



- Develop and maintain documentation of data collection via ETL process, data cleansing, application/user maintenance, reporting processes, and reporting nomenclature
- Monitor data quality, and lead collaborative efforts with service providers and internal staff to improve quality.
- Participate in data collection efforts from health records systems.
- Work with both data and program team members to identify issues related to data, as well as to propose and develop upgrades to deal with technical issues and enhance efficiency as needs evolve.

#### **Contribute Specialized Expertise to Develop and Implement Good Data Practices**

- Use advanced knowledge and specialized training to provide technical support to create and implement policies and practices for secure and ethical data collection and sharing
- Support the agency's capacity to use emerging technologies to advance research methods and data analyses by identifying and learning new tools to achieve departmental goals.
- Assist in developing collateral based on research and evaluation projects including presentations, manuscripts, reports, etc.
- Conduct internal and external trainings as needed.
- Participate in the hiring, training, and supervision of staff, interns, and volunteers as needed.

#### **Advance the Mission of Organization and Fulfill Organizational Duties**

- Demonstrate commitment to the principles and values of the AccessMatters' Strategic Plan, including support for the organization's efforts towards equity and commitment to social justice and public health.
- Consistently exercise discretion and sound judgment to analyze, interpret and act, evaluating possible courses of conduct and making decisions for the best outcomes for the client, team and the organization.
- Maintain high ethical standards and conduct regarding confidentiality, integrity, dual-relationships, and professional behavior overall
- Manage project budgets and assist in writing proposals to grow revenue and collaborations through engagements with external partners as needed.
- Attend meetings, assist with projects, and perform other duties as assigned.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- **Database Administration:** Experience performing variety of DB Administration tasks, including performance optimization, indexing, table constraints, and managing user permissions and DB security.
- **Data Warehousing:** Demonstrable knowledge of data warehousing concepts such as Dimensional Modeling, Slowly Changing Dimensions, and Git concepts and terms, among others.
- **Reporting:** Experience working with SQL Server Reporting Services (SSRS), report browser deployment and maintenance, and creating complex parameterized reports.



- **ETL:** Demonstrable advanced knowledge of SQL Server Integration Services (SSIS), data migration concepts, data profiling and cleansing, and implementing complex script tasks via visual studio and c#. Experience working with variety of data sources and targets including but not limited to: Flat files, Excel, ADO NET, ODBC, and OLE DB.
- **Other Specialized Data Platforms, Applications, and Software:** Prefer knowledge and experience with relevant programs including Javascript/jQuery, Python/Django, PostgreSQL, Amazon Web Services (AWS) such as RDS, VPC, EC2, and Security Groups, among others.
- Demonstrated knowledge and experience with HIPAA security and privacy guidelines strongly preferred, along with experience working with Medical and Public Health records and different EMR systems.
- Demonstrated ability to lead and work collaboratively in project teams while also being self-motivated and manage projects with multiple deadlines and priorities, with knowledge of project management tools and technology and ability to create detailed work-related documentation, operations documents and change management plans, preferred.
- Demonstrated ability and desire to work within a multi-cultural and multi-disciplinary team environment, serving diverse populations and institutions across a broad spectrum of community and clinical providers within the fields of sexual and reproductive health and maternal and child health.
- Knowledge and experience working with diverse communities and colleagues with demonstrated cultural humility and responsibility.
- Superior written and verbal communication skills, coupled with highly developed interpersonal skills and demonstrated ability to facilitate meetings in diverse settings.
- Demonstrated excellent writing skills, including manuscript publications or similar academic writing samples.
- Flexible and open to changing priorities and managing multiple tasks effectively within a compressed timeframe.
- Excellent assessment, problem-solving, and negotiation skills.
- Eligible for all city and state mandatory clearances, e.g. criminal and child abuse clearances.

#### **EDUCATION AND EXPERIENCE**

- **Required:** Bachelor's degree in computer and/science, economics, finance, or data related field required, with coursework or concentrations in Computer Science, Information Systems, Database Administration, Information Technology, Data Structures, Data Mining, Data Analysis, or accounting (or other comparable areas of study). Relevant industry specific experience may be considered in lieu of degree where possible.
- 1-5 years of Business intelligence/Data Warehousing experience, preferably in healthcare environment.
- Certifications or proficiency in appropriate Business Intelligence/Data Warehousing technology or subject domain.



- Experience in computer database management, programming, or software development as well as training in programming and reporting applications, troubleshooting skills, and ability to evaluate and manage client business needs.
- Experience in public health and medical records desired; sexual and reproductive health knowledge helpful.

**HOW TO APPLY:** **Submit both a cover letter and a resume** to the Reporting Manager position posted at our online career site, by going to this link: <https://bit.ly/343YwKD>. Address cover letter to Raeann Billey, Vice President of Human Resources. Please include salary requirement and potential start date. *\*\*NOTE: While AccessMatters has embraced liberal use of remote work, candidates are expected to reside within commuting distance of our headquarters in Center City, Philadelphia. \*\** No calls, please.  
**ACCESSMATTERS IS AN EQUAL OPPORTUNITY EMPLOYER.**