| Job Title: | Program Data Manager |
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| Staff Category: | Full-Time |
| Department: | EPC200 |
| Reports to: | Director of Family Services |
| Supervises: | N/A |
| FLSA Classification: | Non-Exempt |
| Effective Date: | 7/10/25 |

| Position Summary: |
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| This position is responsible for performing contract and data management related tasks for EPIC's program departments and assist administration with reporting. |

| Essential Functions: |
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- Assist with new and renewal contracts and grants to ensure timely and accurate submission.
- Coordinate internal requirements including managing the contracting checklist process, for contracts and grants.
- Manage and improve existing reporting systems; ensure and improve data integrity, accuracy, and quality.
- Utilize Salesforce for appropriate contract and grant management including deliverables set up and reporting.
- Create Salesforce reports for efficiency in reporting, programming, and administrative uses.
- Maintain users and access for Salesforce.
- Maintain and manage sharing standard reports and ensure accuracy in Salesforce as needed.
- Train and update new and current staff on Salesforce basics and program/funder specific data requirements.
- In cooperation with Program Directors:
  - Assist with program process development and policy implementation.
  - Assist with program quality review.
  - Assist with and prepare external reporting requirements, data entry, and evaluation forms.
  - Assist with growth of programs through collaborations, funding applications and opportunities.
- Respond to internal and external inquiries about EPIC's services.
- Maintain positive relationships with partners, key stakeholders, and others.
- Other duties as assigned by management.

## Education and Experience:

- Bachelor's Degree or 3 years of relevant experience.
- Salesforce experience.
- Computer skills including proficiency in Microsoft Office (Word, Excel).
- Grant management experience preferred.

## Knowledge, Skills and Abilities:

- Strong written and verbal communication skills.
- Strong attention to detail, organizational skills.
- Strong ability to multitask and meet deadlines.
- A reliable, responsible attitude with a compassionate approach.
- Effectively build and maintain external and internal relationships and provide a high level of service.
- Ability to work within a team structure as well as independently.
- Demonstrated capability to conduct oneself in a calm and professional demeanor when dealing with people and/or with difficult situations.
- Ability to analyze, interpret, and organize program data, as well as problem-solve.
- Comfortable training staff on data systems.
- Ability to take initiative, set priorities, meet deadlines, and manage multiple streams of work.
- Able to collaborate and develop trusting relationships with a diverse group of people, both internally and externally.
- Willingness to learn, embrace opportunities in change and develop professionally from personal experience and from others.

## Physical Requirements/Working Conditions:

The physical demands described represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and sit for long periods of time.

The employee is required to regularly reach with arms and hands; use hands to handle. Hands and fingers frequently perform repetitive motion including typing/keying.
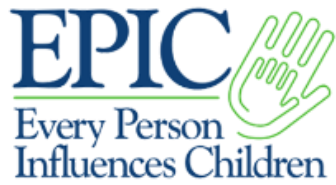
Occasionally the employee will lift and/or move up to 50 pounds.

This job requires close vision, peripheral vision, depth perception and the ability to adjust focus.  Employee is required to regularly talk and hear.