



Technology and Reporting Manager

Reports to:

National Data and Quality Officer

Job Classification

Full time, Exempt

General Job Summary

This position will be responsible for providing report and dashboard solutions to Child First's complex data analytic needs. This requires a full understanding of the organizational needs and translating those needs into consumable, actionable reports. The Technology and Reporting Manager accomplishes these responsibilities by managing and utilizing the *Pentaho*® reporting environment as well as other business intelligence tools to be implemented. These time sensitive projects will require this individual to work well under pressure, balance competing priorities, understand the Child First model and work as a member of a team.

This position will report to the National Data and Quality Officer, who heads the Data and Quality Enhancement (QE) Team at the Child First National Program Office and requires collaboration across other departments and provides a highly motivated, analytical, and detail oriented professional an opportunity to help build a new, more robust data system for Child First as it continues its national expansion.

Key Job Responsibilities

Manage and meet the reporting needs of Child First primarily based on data housed in the Child First electronic record system

- Create and maintain reports required to assess the quality and performance of sites and evaluate service delivery and client outcomes.
- Anticipate data needs of the NPO and its affiliate agencies, including prioritization, and independently create custom reports to meet those needs.
- Proactively anticipate data variables which may impact report quality or accuracy and provide solutions.
- Generate accurate reports with graphs and charts for all sites.

Create dynamic dashboards

- Create data dashboards highlighting key implementation data variables for use by all CF NPO staff.
- Add data features to the dashboard as requested by the Child First NPO and/or its affiliates.

Coordinate other electronic data needs for the Child First National Program Office

- Provide IT support to our affiliates to facilitate additional reporting needs.
- Provide other data, statistics, and/or reports as needed internally or for funders and other external stakeholders.

Technical Experience and Skills

- At least 2 years of experience writing *Pentaho® Reports* OR 5 or more years of experience writing reports with Crystal, SQL Server Report Services, Cognos, JasperReport or some other enterprise capable report designer.
- Ability to read and write SQL, including the use of joins, subqueries, inline selects, and aggregated commands.
- Experience with writing stored procedures and creating DTS or SSIS packages (or some similar non-Microsoft technologies).
- Experience implementing and managing data warehouse and business intelligence solutions to meet dynamic reporting needs, in healthcare a plus.
- 2 or more years of experience administering or maintaining RDMS databases (SQL Server or MySQL databases preferred).
- 2 or more years of experience writing application code in Java, .NET, VBA or similar programming language.
- Good communication skills, both oral and written, particularly in explaining complex concepts to non-technical audiences.
- Experience in automating or programming data transformation, file management, and data aggregation processes a plus.

Additional Qualifications

- Bachelor's Degree or equivalent in (health) information systems, computer science, or a closely related field.
- Demonstrated understanding and experience in the use of an Electronic Health Record database or closely relevant experience.
- Demonstrated experience in improving or creating efficient electronic data collection processes & procedures.

Child First, Inc. is an equal opportunity employer.