



Innovate Memphis Position Announcement Data Midsouth Director

Innovate Memphis is a 501(c)(3) nonprofit that develops and delivers bold solutions to some of the most pressing urban challenges in Memphis. Our organization advances programs that enhance the lives of Memphians and elevate the public good. We focus on a small number of challenges, gain deep insight and then apply innovation, demonstration, and incubation principles on a scale that reduces risk and finds a clear path to success. This model has proven results in youth gun violence, neighborhood economic vitality, and city service delivery.

Description

Innovate Memphis serves as a local data intermediary for nonprofits, civic organizations and constituents and seeks an experienced leader to oversee our civic data hub, Data Midsouth (DMS). DMS is a web-based platform designed to make data more accessible for community advocates, nonprofit and civic leaders, researchers and analysts across several domains including: 1) Housing & Community Development; 2) Economic Development; 3) Youth & Education; 4) Health; 5) Justice & Safety; and 6) Arts & Culture. The DMS Director will lead project management, roadmap design, governance and ongoing engagement with user groups and data providers to build and maintain the platform. The Director will also supervise DMS staff and contractors responsible for analytics/dashboard development, technical infrastructure and user support.

Primary Duties and Responsibilities

We seek a passionate, resourceful champion to:

- Oversee the overarching vision, design and delivery of the Data Midsouth (DMS) platform
- Lead project management and supervision among DMS staff, contractors and key partners to meet roadmap delivery, usage and quality goals for the platform
- Oversee requirements-gathering and UX/user-centered design efforts to inform the DMS roadmap on data reporting, site features and technical architecture
- Identify opportunities where community-level outcomes can be improved by leveraging civic data among grassroots advocates, researchers, service providers and executive civic leaders
- Manage relationships with data providers including coordination of data sharing/confidentiality agreements needed to meet user requirements
- Develop cross-functional data governance, ethics and quality assurance practices with data providers and user groups to ensure high-integrity, high-credibility DMS outputs
- Oversee data standardization, integration and transformation from a variety of sources and formats to analytically viable “Big Data,” and advise partners on strong data collection tools and processes
- Function as an effective team-builder and facilitator, building mutual trust, respect and cooperation among team members, partners and stakeholder groups to facilitate project completion
- Work with team members and partners to promote effective data use/DMS adoption through multi-faceted user support and capacity-building activities
- Follow civic data and technology industry trends, policy developments and local initiatives to continuously improve strategy and results
- Determine the people, technology, processes, and financial resources necessary to address the current and future analytics needs of DMS
- Assist the Innovate Executive Director with compliance and reporting for relevant grants and philanthropic opportunities



- Assist the Innovate Executive Director in determining sustainable funding models to maintain and enhance Data Midsouth over time
- Perform other duties as assigned

Qualifications

The ideal candidate possesses a passion for making meaningful, sustainable change in Memphis and is ready to work in a high-energy, collaborative work environment.

- 4+ years of demonstrated work experience in technical project management, BI/analytics development, IT and/or related fields in complex, enterprise-level environments
- Experience and/or credentials technical project management or design processes (ex: Agile, Scrum, PMP, Lean Six Sigma, UX) preferred
- Strong understanding and experience with data governance, standardization and quality assurance
- Ability to develop and lead staff and contractors that possess strong technical data management and analytics skills/knowledge
- Excellent oral, written and interpersonal communications skills with internal and external stakeholders including strong attention to detail
- Track record of successfully working with diverse stakeholders, including ability to motivate others and lead change from grassroots to executive levels
- Ability to manage conflict and foster consensus among disparate groups
- Commitment to increasing equitable access to data and using an asset-based, community-centered approach to design
- Track record of establishing targets and delivering measurable results on time and budget across multiple projects and priorities
- Ability to methodically develop and document standard operating procedures
- Ability to present data insights in a manner that tells a story to support effective decision-making
- Ability to embrace change, constructively negotiate constraints, and effectively leverage resources to create exceptional outcomes
- Outstanding critical thinking skills, including the ability to analyze data, identify trends, pinpoint problems and root causes, and develop innovative solutions
- Consistently models and inspires high levels of professional demeanor and integrity

Salary: \$80,000 - \$95,000 plus health, vision, and dental benefits; Hybrid position requiring some in-person attendance at meetings and events but with substantial flexibility for remote work.

This position is open until filled, but we will prioritize applications submitted by March 10, 2023 for our initial review and interview timeline. To apply, please submit your resume and [cover letter](#) promptly to:

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