



Innovate Memphis Position Announcement Data Midsouth Governance Lead

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 candidate to support 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. As the DMS Data Governance Lead, you will play a crucial role in developing and implementing data governance strategies to strengthen data-sharing access and data quality with partner organizations and lead coordination of a new community-led governance structure. The job requires collaboration across many public agencies and community partners, the ability to diagnose and solve problems related to data-sharing and quality with technical partners, and expert facilitation skills to build consensus toward shared open data access goals across many organizations.

Key Responsibilities:

- Co-design, launch and coordinate a community data governance committee structure that promotes shared decision-making, ethical data use and two-way feedback loops with data providers, technical experts, nonprofit/advocacy leaders and community users
- Manage relationships with data providers including coordination of data sharing and confidentiality agreements needed to meet user requirements
- Develop and document shared data definitions/business rules and quality assurance practices such as validation and accuracy checkpoints with data providers to ensure high-integrity, high-credibility DMS outputs
- Work with Innovate Memphis technical staff/contractors and external data providers to establish common practices and policies related to data standardization, integration and quality assurance from a variety of data sources
- 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
- Research, advise on and implement best practices related to open/civic data initiatives such as equitable and inclusive access, accountability, ethics, data security, privacy, and risk management.
- Support the DMS Director in adherence to applicable grant/funder compliance and reporting requirements
- 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 plus:

- 2+ 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
- Commitment to increasing equitable access to data and using an asset-based, community-centered approach to design
- Ability to collaborate and communicate extremely well with both technical stakeholders and non-technical users and decisionmakers including translating requirements between these types of groups
- Strong understanding of industry-standard data governance, standardization and quality assurance practices
- Excellent oral, written and interpersonal communications skills with internal and external stakeholders including strong attention to detail
- Ability to manage conflict and foster consensus among disparate groups
- Ability to embrace change, constructively negotiate constraints, and effectively leverage resources to create exceptional outcomes
- Exceptional organization and documentation skills/habits to manage multiple partner relationships, data types, and user needs

Salary: \$70,000-85,000

We also offer:

- Flexible hybrid environment for remote and in-person work
- 24 days of personal time off (PTO) per year, plus holidays
- Employer 401K matching contribution
- Generous health insurance benefits
- Ongoing professional development and training opportunities

This position is open until filled, but we will prioritize applications submitted by December 28, 2023 for our initial review and interview timeline. To apply, please submit your resume and [cover letter](#) promptly to:

Kira Morin,
Data Midsouth Director
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