



**Job Title: Data Manager**  
**Reports to: Director of Operations**

**About Us:**

The Children's Advocacy Centers of Illinois (CACI) exists to support and sustain Illinois' Children's Advocacy Centers through leadership in resource development, education, and collaboration so centers can then provide comprehensive services to child victims of maltreatment.

**Job Description:**

We are seeking a highly skilled and detail-oriented Data Manager to join our team at CACI. The ideal candidate will have a strong background in data analysis and be adept at using data visualization tools to transform complex datasets into actionable insights.

**Key Responsibilities:**

- Develops, prioritizes and recommends initiatives to improve and build upon statewide data to support the organization's mission.
- Lead the development, maintenance, and management of comprehensive reports, analytics, and dashboards using tools such as Tableau and Power BI.
- Execute data scraping and merging scripts, ensuring uninterrupted data availability for detailed analysis and reporting.
- Employ R programming skills to augment the quality and depth of annual and quarterly reports.
- Pioneer initiatives for process improvement, including conducting data collection training to guarantee high standards of data quality and uniformity.
- Act as a Network Administrator, providing technical support and enhancing data collection processes and operational efficiencies across various centers.
- Undertake data filtering and cleaning activities to identify and rectify coding errors and inconsistencies.
- Oversee the implementation, management of Freshdesk and configuration of workflows automation.
- Create and maintain precise and comprehensive records of standard operating procedures (SOPs).
- Demonstrate a good understanding of HTML and video embedding techniques.

- Oversee, mentor, and manage the data team setting gap research and analysis objectives and reviewing performance.

**Required Qualifications:**

- Bachelor's or master's degree in data or a related field.
- At least two years of professional experience in a data specialist or analyst role.
- Proficiency in data visualization tools (Tableau, Power BI), and R programming.
- Strong analytical, technical, and problem-solving capabilities.
- Experience in non-profit or business data analysis.
- Outstanding communication, leadership, and interpersonal abilities.
- Ability to operate both independently and collaboratively in a team setting.

**Preferred Qualifications:**

- Certification as a Tableau Desktop Specialist.
- Certification in Excel Power Tools for Data Analysis.
- Experience in CRM and HTML.
- Experience in network administration.
- Familiarity with Freshdesk.

**Salary Range**

- \$69,000-\$75,000 per year

**Location:** Springfield, IL office or Hybrid/Remote at the discretion of the hiring manager

CACI is an equal opportunity employer.

CACI does not provide sponsorship for employment visa status (e.g. H-1B visa status). To be considered for permanent employment, applicants must be currently authorized to work in the United States on a full-time basis. Must pass E-Verify Check.

Must be able to pass a background check.

This is a Springfield, IL based hybrid position with some ability to work remotely. A full-time remote schedule is possible, for the right candidate, upon the discretion of the hiring manager.

[www.childrensadvocacycentersofillinois.org](http://www.childrensadvocacycentersofillinois.org)