



Data Manager

Tennessee Charitable Care Network (TCCN) is Tennessee's network of non-profit clinics and programs providing free or reduced cost health care services to those in need. We exist to support the work of our members through education, advocacy, funding, and networking.

TCCN's Data Manager works collaboratively with TCCN staff and members to manage and optimize data collection, validation, cleaning, and reporting in ways that demonstrate value and impact.

ESSENTIAL FUNCTIONS:

- Manage TCCN's data infrastructure and processes to ensure high-quality, accurate data reporting and analysis.
- Create and maintain data management standards and provide training for staff and members.
- Ensure data and information security by integrating and upholding digital security systems.
- Assess data system performance and make recommendations for improvements.
- Assist with data extraction, validation, cleaning, and reporting.
- Review data for TCCN materials to ensure accuracy and quality.
- Evaluate the design, selection, and implementation of any needed database upgrades or changes.
- Oversee the implementation and integration of any new technologies and data initiatives.
- Provide resources for data reporting as well as related risk management, regulatory and compliance issues.
- Develop and maintain strong relationships with members and partners of TCCN.
- Assess and accommodate the needs of the learner to meet organizational goals.
- Assist with other duties and special projects as needed.

EXPERIENCE AND EDUCATION:

- Bachelor's Degree in information technology, data science, or relevant field
- Experience working with databases, such as REDCap
- Excellent understanding of data administration and management functions (collection, analysis, distribution etc.).
- Proven experience with accurate, high-quality data reporting
- Experience working in the nonprofit sector.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the free and charitable health care environment.
- Familiarity with
 - Electronic Health Records
 - Customer Relationship Management (CRM) software, i.e., Salesforce (preferred)
- Proficient in MS Office (Excel, Access, Word etc.)
- Analytical mindset with problem-solving skills
- Excellent communication, collaboration, planning, and organizational skills
- Space for a home office with internet connectivity to be able to work remotely.
- Ability to work independently and in a team environment.
- Willing to travel to assist TCCN members.
- Must possess reliable transportation, valid driver's license and automobile insurance.

SALARY AND BENEFITS:

The Director of Programs' salary range is \$45,000 - \$55,000 depending on experience. All TCCN staff receive paid time off and holiday pay as well as a generous benefit stipend.

LOCATION:

This position is a remote position open to Tennessee residents. Applicants are not required to be located in Nashville; however, must be a resident of Tennessee with the ability to travel to Nashville or to member clinics as needed, often for a single meeting to return home in the same day.

HOW TO APPLY

Qualified candidates should send a resume and a cover letter to: info@tccnetwork.org

Satisfactory completion of a background and reference check will be required of the successful candidate.

TCCN is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all applicants and employees.