Position: Data Manager
Reports to: Chief Executive Officer
Classification: non-exempt, 40 hours per week

The Data Manager is responsible for executing and managing the data management, program quality assurance, and report and outcomes generation for InMotion®. The ideal candidate must be able to manage and complete multiple tasks in a fast-paced environment, think critically, be customer and relationship-centered and able to communicate with a variety of stakeholders. Fluid management of projects assigned or proactively sought is critical. Must be able to anticipate needs, clear obstacles, and identify and take ownership of projects that need to be done.

Essential Job Functions

- Manages and executes client intake and related administrative process, data collection, data entry, and outcomes evaluation for program and other functional areas
- Ensures that InMotion's assessment and data collection strategies are guided by relevant data and accepted evidence-based best practices.
- Assists in developing and implementing plans to collect, analyze and report data on the impact of The InMotion Approach®, and InMotion's work internally and with external partners.
- Manages the execution of InMotion's assessment process and works with the Chief Program Officer and coaching staff to ensure that assessments are delivered consistently.
- Monitors program effectiveness and assists in the implementation of continuous improvement strategies to enhance program impact.
- Manages partnerships with external research partners
- Prepares monthly and quarterly reports for funding and program opportunities
- Performs other duties as assigned

Qualifications

- Bachelor's degree (BA or BS) in a related field, including public health, data science, or social science.
- Familiarity with R or other statistical analysis program
- Minimum of 2 years of experience preferred in an academic, research, or nonprofit setting
- Ability to connect with people from a variety of backgrounds
- Proficient in MS Office Word, Excel and Outlook
- Proven organizational skills
- Effective communications skills and a professional attitude
- Ability to prioritize work and manage multiple priorities
- Excellent project management skills
- Passion, idealism, integrity, positive attitude, mission driven and self-directed
- Demonstrated sensitivity and compassion for people with chronic disease

InMotion

InMotion® uses a community-based group approach to help people with Parkinson's disease feel better every day. Located in Beachwood, Ohio, InMotion® provides evidence-based healing arts, physical wellness, education, support and symptom-specific programs that have been shown to slow disease progression and help people live well. InMotion® offers all programs at no cost to clients, and is a 501(c)(3) nonprofit organization that relies on donations from individuals, businesses, and foundations to fulfill its mission.

Learn more at www.beinmotion.org. **A Letter of interest and Resume required**

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