



Data Manager and Analyst

The Association for Enterprise Opportunity is the leading voice of innovation for microfinance and microbusiness. Our mission is to create economic opportunity for underserved entrepreneurs throughout the United States. We engineer transformational change through research, convening, incubation, and advocacy to foster a robust and inclusive marketplace. To learn more about AEO, visit us online at <http://www.aeworks.org/>

AEO is seeking an experienced Data Manager and Analyst to successfully execute our strategic data management plan. This individual will be responsible for the collection, cleaning, quality control, migration, governance, analysis and overall management of new and existing AEO data. Additionally, this individual will be responsible for providing data definitions, establishing data quality expectations, ensuring compliance with those expectations, and analyzing and applying data to our programs and research. The Data Manager and Analyst will be part of the Innovation Team and report to the Director of Research.

The ideal candidate has a strong understanding of database management and data analysis techniques and has experience developing efficient ways of organizing, storing, and analyzing data across multiple projects.

Responsibilities:

- Streamline data collection and analysis procedures to ensure quick access to metrics
- Work with colleagues to troubleshoot and resolve data issues
- Work with colleagues to develop and enhance data collection, analysis, and reporting to support the organization's programmatic and strategic goals
- Implement controls and compliance metrics to reduce data issues and improve data quality and integrity
- Take a "hands on" approach to data cleaning as required
- Maintain databases including additions, deletions, corrections, cleaning, and research
- Identify and leverage opportunities to continually improve the quality of data management systems, processes, and standards
- Perform database queries, construct data sets, and prepare analysis reports
- Assist with application testing and training
- Perform any other duties or tasks as assigned or required

Technical Skills & Experience:

- Bachelor's degree in Computer Science, Data Science, or other relevant field, or equivalent practical experience
- 3-5 year's work experience as a database manager or relevant experience
- Experience with MySQL, ANSI SQL, AWS RDS, and other database management systems
- Experience with data analysis, quality, cleaning, and extraction/validation tools
- Familiarity with Stata, SPSS, R, or other statistical analysis software
- Strong analytical thinker, capable of breaking down and working with broad research hypotheses and large data sets
- Proven ability to see the "big picture"
- Well-developed problem-solving abilities and critical thinking skills
- Excellent communication and presentation skills
- A self-starter with high expectations
- Ability to thrive in a fast-paced environment and juggle multiple projects
- Ability to work remotely and independently under minimal supervision

SALARY AND BENEFITS

Salary is commensurate with experience. AEO offers a comprehensive benefits package and generous leave policies.

WE OFFER

- Competitive compensation based on experience including retirement matching
- Fully paid medical, dental, and vision coverage
- A collaborative and high-performing work environment
- A convenient location in downtown Washington, D.C

TO APPLY

Please email resume, salary requirements, and cover letter with "Data Manager and Analyst" in the subject line to careers@aeoworks.org. Application will be reviewed on a rolling basis through August 7.

AEO is clear of its vision to be a place where a diverse mix of talented people want to come, to stay, and do their best work. We are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.