



Enterprise Architect & Project Manager

About AEO

With its reputation for delivering actionable research and award-winning innovative solutions, the Association for Enterprise Opportunity (AEO) is a growing and dynamic organization. AEO 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. For more than 25 years, AEO and our 1,700+ member organizations have helped millions of entrepreneurs support themselves and their families while contributing to their communities through business ownership.

Position Summary

AEO is seeking an Enterprise Architect & Project Manager to join its newly formed Department of Data & Analytics (DDA). The DDA will drive, design, develop and deploy information and data models while implementing core data governance and providing the data support services required by AEO teams. Strong architecture management and leadership will be essential to the DDA's success. To this end, AEO is looking for an Enterprise Architect & Project Manager to manage hardware and software solutions for various AEO data and technology projects and to execute upon AEO's initiative of creating, launching and sustaining a proprietary data warehouse. This individual is expected to help define data policies and execute their role in compliance with all applicable AEO policies, processes, and procedures around the collection, cleansing, analysis, storage, and security of data collected through AEO research and programs.

This position will report to the Senior Director, Department of Data & Analytics, and is ultimately responsible for implementing data management plans and providing project management to advance AEO's data management strategy.

Primary Responsibilities

- Serves on the Enterprise-wide Technology Task Force; moderates and administrates collaboration discussions within the Task Force, including planning sessions, needs analysis and risk assessments.
- Executes on long-term strategic planning for AEO's data and technology needs; assists in forecasting needs related to data tools, technologies, and techniques.
- Executes and participates in developing the strategy for the organization's data architecture including the data warehouse's design and structure, data integrity, and database tools and applications.
- Oversees periodic testing of data warehouse application flows.

- Partners with AEO departments and provides strategic recommendations to maximize the value of data/information assets through their creation, access, and use.
- Ensures appropriate governance, quality standards and controls are implemented to ensure data security, reliability and integrity.
- Streamlines data collection and analysis procedures to ensure quick access to data and metrics.
- Trains AEO team members on how to access and use data systems and interpret data reports retrieved.
- Manages short and long-term data and technology projects; collaborates with project owners to evaluate project scope, timeline, milestones, and roles and responsibilities; leads the development of comprehensive project plans.

Skills and Competencies

- Strong technical background in data analytics, data management tools and software and/or artificial intelligence.
- Keen understanding of data management and data quality and processes.
- Mastery in organizational dynamics and a passionate advocate for data and its value to an organization.
- Adept at leading/managing projects, including the ability to define and adopt agile management practices and building collaborative, cross-enterprise teams.
- Significant knowledge of analytics technical stacks including data warehouses, ETL and BI tools.
- Deep understanding of business models and the ability to recognize additional opportunities to drive value and create competitive differentiation.
- Knowledge of the software development lifecycle.
- Ability to develop robust data architecture for a medium-scale enterprise.
- Thrives in a fast-paced environment with multiple projects and shifting priorities
- Self-starting and self-managed individual with high expectations with the ability to effectively work remotely, collaboratively and independently under minimal supervision
- Proven ability to see the “big picture”
- Well-developed problem-solving abilities and critical thinking skills
- Ability to thrive in a fast-paced environment and prioritize multiple projects with competing deadlines and demands
- Motivated and driven by achieving long-term business outcomes
- Possesses excellent communications and interpersonal skills to interact with, influence and collaborate with a variety of team members at various levels within and outside the organization

Professional Experience and Qualifications

- Bachelor's degree in Computer Science, Data Science, Statistics or other relevant field or equivalent practical experience
- 5 or more year’s work experience in administering, developing or managing hardware, software, and/or database systems
- Expertise in one or more of the following: TOGAF ADM cycle, business modeling, data design, information systems design, systems integration, and service design
- Ability to design and build warehouses utilizing data from multiple sources
- Experience effectively leading teams to deliver high-quality information, reports and metrics from a centralized data source with diverse data formats and large data sets

- Basic understanding of statistics, including: means, medians, standard deviations, normal distributions, and regression analysis
- Capable of identifying, creating and evaluating Key Performance Indicators (KPIs) and success measurements, specifically in the context of AEO's overall vision and mission (seeing the "big picture")
- Experience with MySQL, ANSI SQL, AWS RDS, and other database management systems
- Familiarity with Stata, SPSS, R, or other statistical analysis software

We Offer

- Competitive compensation based on experience, including retirement matching.
- Fully paid medical, dental, and vision coverage.
- A collaborative and high-performing work environment.

TO APPLY

Interested applicants should send a cover letter and resume to careers@aeoworks.org. In your cover letter, please include: your unique qualifications for this position, your salary requirements, and how you learned of this vacancy.

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.