



EMPLOYMENT OPPORTUNITY

## Data Manager

Reports to Executive Director

### Position summary

The Data Manager provides support and expertise to the Tree Foundation in overseeing the development and maintenance of the organization's information and data systems, including ArcGIS, Salesforce CMS and associated integrations, and other databases/platforms. This position serves as an internal service provider and oversees effective data collection, management, reporting, security, and integrity. The Data Manager is also responsible for supporting staff in the regular use of data systems.

### About the Sacramento Tree Foundation

The Sacramento Tree Foundation is a nonprofit organization with a mission to grow thriving communities through stewardship of our urban forest. Since 1982, we have planted over one million trees throughout the Sacramento region, and we continue to plant over 10,000 every year. Knowing the profound health, environmental, and economic benefits of trees, we envision an urban forest canopy that benefits the entire region and every neighborhood, especially those that historically have been underserved and under-canopied. Learn more at [sactree.org](http://sactree.org).

### Principle duties

#### DATA MANAGEMENT

1. Develops and implements efficient and secure procedures for data collection, handling, and analysis in collaboration with the leadership team
2. Recommends ways to eliminate redundancies, improve accuracy, and add efficiency through automation, integrations, upgrades, and new technologies
3. Monitors and analyzes information and data systems and evaluates their performance to discover ways of enhancing them
4. Oversees improvements to the organization's Salesforce iteration and integration with ArcGIS based on needs of internal stakeholders
5. Stays current on developments in data management relevant to the environmental, forestry, municipal, and nonprofit sectors
6. Documents data procedures and provides training and technical support to end-users
7. Assists with reporting, data visualization, and presentation of data to internal and external stakeholders
8. Other duties as assigned

## **Qualifications & experience**

- Bachelor's degree in GIS analysis, computer science, geography, environmental science, or relevant field
- 3-5 years of experience with ArcGIS preferred
- Experience with data visualization and managing data for environmental nonprofits or in similar settings a plus
- Proficiency in Salesforce, Microsoft Office suite, smart phone and iPad applications
- Excellent communication, project management, and facilitation skills
- Ability to work cooperatively with others; thrives in a culture of accountability

## **Supervisory responsibilities**

This position has no direct supervisory responsibilities.

## **Working conditions**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Must be able to work occasional evenings and weekends. Ability to lift 30 pounds. Ability to sit and stand for extended periods of time. This position involves hybrid working conditions and requires both off-site and in-person work at a desk and at field sites and our company offices. Some outdoor work may be required for this position. Therefore, this person may be exposed to extremes in weather including heat, rain, and freezing temperatures.

## **Compensation**

This is a full-time, at-will, non-exempt position. Pay is \$25 /hour, plus benefits including health care, dental, and vision coverage (including for dependents), 13 days PTO increasing with tenure, 19 paid holidays, 403(b) retirement plan with 3% employer contribution, EAP, life insurance, and professional development budget.

## **Application procedure & timeline**

Email resume and cover letter to [hr@sactree.org](mailto:hr@sactree.org)

## **Inclusivity statement**

The Sacramento Tree Foundation is proud to be an Equal Employment Opportunity employer. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

We are committed to the full inclusion of all qualified individuals. As part of this commitment, the Tree Foundation will ensure that persons with disabilities are provided reasonable

accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact us at [hr@sactree.org](mailto:hr@sactree.org) or (916) 924-8733.