

Position Announcement
Administrator for Organizational Performance Management & Learning

St. Nicks Alliance, a 35 year old renowned community development organization, based in Williamsburg, Brooklyn, has an Administrator for Organizational Performance Management & Learning position available. This new full time position reports to the Deputy Executive Director and has overall responsibility for:

1. Team executive reporting;
2. Manage the implementation of an agency wide data capture and outcomes measurement system across St. Nicks' five core areas and divisions;
3. Manage and make integration recommendations about St. Nicks's external data capture system(s) used across the agency's five core areas and divisions;
4. Complete performance management analysis and make recommendations about St. Nicks' impact in the greater community.

Position Skills:

1. Experience with data management systems and web interfaces
2. Experience with data management system enhancements

Specific responsibilities and requirements include:

Strategic development and leadership

- Deep understanding of the processes required to implement a performance outcomes and data system collaboratively with division and program directors.
- Lead the team to design a strategic organizational knowledge development plan and manage its implementation.
- Lead working groups using data to drive strategic and tactical decisions across and within divisions.
- Lead St. Nicks in developing RFPs for both formative and summative evaluations.
- Evaluate and recommend new database technologies.

Data system enhancement and management

- Understand and perform data design and documentation (i.e. data modeling; data structures, and relationships);
- Develop and facilitate application management procedures/processes, permissions reporting;
- Create, test and execute data capture system enhancements;
- Understand and apply business intelligence platforms practices;
- Deep understanding and appreciation of processes required to maintain the outcomes performance system (s);
- Familiarity with Drupal technologies specifically:
 - Developing with PHP:Hypertext processor

- Developing with Apache Web Server native APIs
 - Creating and editing data entity relationships in SQL database (*Oracle, SQL Server, MYSQL*)
 - Creating and editing SQL reporting scripts: *Shell (C, Bourne)*,
 - Using the Drupal data import and user modules
 - Creating Custom Drupal modules for event triggers and email notifications
 - Creating and editing Drupal content types / nodes (fields on the screen)
 - ▶ Drupal Themes
 - ▶ Drupal Security
- Conduct systemic data integrity checks on an ongoing basis, take leadership in implementing data integrity policies, systems and processes.
 - Analyze, consolidate and tune Performance Management System for optimal efficiency including:
 - Implementation of evaluation methods and regular review and practice.
 - Analyze and sustain system capacity as well as requirements
 - Analyze system reports
 - Manage and monitor system security
 - Conduct ongoing staff training
 - Facilitate St. Nicks' use of the system to drive high performance

Start date is immediate. Salary: commensurate with experience. Applicants should have a BA/BS or higher degree; experience developing content management and web interfaces such as Drupal (ideal) and systems knowledge of *Oracle, SQL Server, Shell (C, Bourne), Linux, and UNIX*; experience using program performance measurement systems; experience evaluating/analyzing program outcomes using performance systems; people skills and ability to lead teams; excellent communication and written skills; be organized and detail focused. Please email resume and cover letter and identify the position to hr@stnicksalliance. We are an EEOC.