UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Director, DataSpark

DIVISION: Academic Affairs

REPORTS TO: Dean of University Libraries

GRADE: 17

SUPERVISES: Professional, technical and administrative support staff

BASIC FUNCTION:

Develop and execute a strategic vision for DataSpark. Oversee numerous federal, state, and private grants, and manage the DataSpark budget. Employ an entrepreneurial approach and continually search for new partners and funding opportunities. Establish priorities, balance a large number of competing demands, and ensure timely, accurate, high quality project deliverables.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Direct and oversee The Providence Plan's DataSpark initiative and actively promotes its mission "to connect data and people to inform, empower, and inspire innovative decision making." Supervise DataSpark managerial staff (Director of Data Analysis and DevOps Director), direct their work, and review their performance. Provide strategic guidance for DataSpark's data analysts, application developers, and other staff. Monitor overall staff performance to achieve goals. Engage in organizational dialogue on topics such as data storage and data-sharing to ensure that all risk management, confidentiality, and security practices are in place and managed in a way that gives our stakeholders and the general public unwavering confidence. Participate as member of The Providence Plan's Senior Staff and work to help set the strategic direction of the organization and provide guidance on organizational policies and procedures. Provide management and leadership of DataSpark's agenda and strategies, as identified in organization wide and program specific strategic planning processes. Serve as the primary contact in all aspects of DataSpark communications including media relations and marketing efforts.

Develop strategies that enhance DataSpark's role and commitment to promoting the use of data to improve policymaking and resource allocation. Oversee DataSpark's strategic planning and implementation efforts including: programmatic components, communications, partnership development, and systemic

change agenda. Ensure that strategies are aligned with capacity and resources. Revise strategic direction in response to changing needs among stakeholders and new developments in data analysis.

Play a leadership role in all project design and grant-writing activities. Manage DataSpark's business development operations, including collaborating with other staff to prepare applications and other funding proposals. Guide the development, implementation, and management of DataSpark's overall budget that is comprised of more than 15 separate projects with project specific budgets. Participate in the tracking of revenue and expenditures and communicate to funders about the progress and status of projects. Ensure quality and timely response to funding opportunities. Provide presentations to partners, stakeholders, policymakers, and elected officials at the local and national level.

Cultivate positive relationships with government officials, nonprofit leaders, and academic researchers and strive to improve collaborations among these groups. Develop local and national partnerships that grow DataSpark's visibility and influence. Foster relationships with core audiences, including government leaders, academia, and foundations.

Oversee staff hiring. Supervise managerial staff with new employee training, orientation, and skill development.

LICENSES, TOOLS AND EQUIPMENT:

Database development, data analysis, geographic information systems, and Internet based communication strategies; Software, personal computers, printers, fax machines, scanners and word processing.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's Degree; Minimum of seven years of organizational leadership experience, including management oversight; Demonstrated competency in data and statistical analysis; Demonstrated project management and strategic planning experience; Demonstrated evidence of fundraising and community partnerships; Demonstrated experience making data-driven decisions and the ability to communicate the implications of data findings to stakeholders; Demonstrated strong interpersonal and verbal communications skills; Demonstrated proficiency in written communication skills; Demonstrated understanding of policy implications and data trends and the ability to communicate the implications/answers to clients and consumers; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Master's Degree in a relevant field, such as: public policy, sociology, political science, economics, statistics, etc.; and, Demonstrated knowledge of Rhode Island's institutions (public, nonprofit, and academic); and, Willingness to travel.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.