



New Mexico Coalition to
End Homelessness

*This position will be based in the **Albuquerque** office. Some travel will be required.*

Built for Zero Community Data Manager

Summary

The Data Manager will support data-sharing and data exchange initiatives, to ensure all relevant stakeholders in Albuquerque are informed and are effectively working toward NMCEH, BFZ, and the City of Albuquerque shared homelessness initiatives. The Data Manager will directly work with service-providers and other homelessness agencies to ensure proper data collection is occurring within the Homelessness Management Information System (HMIS) software and using HUD-aligned performance measures. The Data Manager will work closely with Coalition HMIS and Coordinated Entry (CES) teams as well as be the main point of contact for partner agencies in Albuquerque. They will assist partner agencies and help communicate why it is important to get Albuquerque to Functional Zero (learn more here, <https://community.solutions/built-for-zero/functional-zero/>). Finally, the Data Manager will accelerate the use of data analytics tools to provide quality By-Name-Lists for population focus areas, support ad hoc data needs, cultivate a data culture for decision-making, and support community partners in strengthening data practices.

Responsibilities

- Creating, designing, and reviewing data reports to ensure accuracy and quality to support the community's projects and the work of NMCEH and BFZ homelessness agencies and service providers. Reporting work requires thorough knowledge of the HMIS system, and other data-collection methods, such that data products are presented in clean, accurate, and easy-to-understand data reports and presentation.
- Work with the HMIS team, the Community of Care (CoC) Director, and the CES teams to generate high-quality and accurate data reports including Annual Performance Reports, Homelessness Data Exchange, System Performance Measures, Longitudinal Systems Analysis, Consolidated Annual Performance and Evaluation Report. Support NMCEH member agencies in the generation of these reports as needed.
- Support data quality within HMIS and work with end users and their supervisors to improve data quality.
- Lead the establishment of a quality by-name list of all families experiencing homelessness and single adults experiencing chronic homelessness within Albuquerque.

- Work with relevant stakeholders, including the Dept. of Veteran Affairs (VA), local housing authorities and primary and behavioral healthcare providers, to ensure Albuquerque's by-name lists represents full geographic coverage of the city, is reliable, up-to-date, and actionable.
- Actively seek out other community data sets to compare with HMIS data in order to create a more comprehensive picture of homelessness, with an eye to identifying gaps, challenges and trends. Share this research with NMCEH, HMIS, and BFZ team leaders.
- Work with relevant advisory boards to provide data and solicit feedback in order to improve HMIS and be better informed about data needs in the community.
- Understand the business processes and needs of homelessness agencies and service providers, who are using HMIS, in Albuquerque.
- Develop and maintain updated understandings of HMIS data standards.
- Respond to requests for information about HMIS. Present information about HMIS to regional and national partners.
- Work across relevant stakeholders to deliver data products in report/presentation format to stakeholder specifications and timelines.
- Develop Balance of State (BoS) Continuum of Care (CoC) specific data and dashboard portfolio (e.g. PIT, NOFA, System Performance Measures).
- Provide problem-solving expertise and complex analysis of data to develop business intelligence integration designs.
- Support the development of a reporting data warehouse.
- Work with HMIS system administrators throughout the state to troubleshoot and investigate any software and process issues reported by end users and stakeholders.

Full Time

40 hours per week, Monday through Friday 8:30am to 5pm. Some evenings and weekends may be required occasionally. This position is based in the **Albuquerque** office of the New Mexico Coalition to End Homelessness.

Compensation:

\$65,000 annually to start plus health, dental, and vision insurance, paid vacation and retirement benefits.

Key Competencies

- Clear understanding of how data impacts a system.
- Actively listening.
- Conflict management trained.
- Finds common ground with all stakeholders.
- Action oriented.
- Connects individual contributions to system-level outcomes.
- Navigates barriers within the system.
- Anticipates outcomes from a systems-perspective.

- Adopts an expansive view of systems impacting homelessness.
- Tenacious.
- Has a 'Figure it out' outlook.
- Is deeply committed to the work of ending homelessness.
- Applies equity lenses.

Qualifications:

- 4-5 years of experience in data management.
- Excellent analytical skills and ability to accurately interpret complex documents and policies, including legislative and regulatory guidelines required.
- Supervision of staff and stakeholders.
- Developing relationships with community partners.
- Project Management.
- Strategic planning.
- Strong administrative skills.
- Ability to manage multiple projects, comfortable working in a rapidly changing environment, and building and maintaining partnerships required.
- Strong computer skills, experience with Microsoft Office Suite, and experience using various software to process information and analyze data required.
- Existing relationships in the homeless provider network in Albuquerque.
- Must have a passion for and commitment to social justice issues and the desire to work in the background toward the goal of ending homelessness.
- Proof of COVID-19 vaccination.

To Apply:

Email a resume, cover letter, and the names, email addresses, and telephone numbers of three professional references to monet-s@nmceh.org

Diversity and equity are important to ending homelessness. The NM Coalition to End Homelessness is passionate about building and sustaining an inclusive and equitable working environment for staff, clients, and partner agencies. We believe every member on our team enriches our diversity by exposing us to a broad range of knowledge and experiences that allow us to design and deliver stronger services and support in ending homelessness in New Mexico. We welcome applicants with lived experience of homelessness, people of diverse racial and ethnic backgrounds, part of the LGBTQ community and people who are differently abled.