

# Job Opening – Director of Analytics

## RARE HYBRID WORK ENVIRONMENT FOR NON-PROFIT ORGANIZATION IN TALLAHASSEE, FL.

Unique opportunity for remote/hybrid work in a friendly work environment with collaborative management, flexible scheduling, and competitive pay. This position is for the role of Director of Analytics for a small non-profit organization providing prenatal/postnatal care for at-risk populations. Looking for an enthusiastic, self-motivated applicant with experience in data analytics to join our team in our corporate office. Local applicants preferred but statewide applicants are welcome.

**Job Title:** Director of Analytics

**Location:** Hybrid work environment located in corporate office (Tallahassee, FL). Fully REMOTE within the state of Florida will be considered for qualified applicants.

**Status:** Exempt

**Employment Type:** Full-time

**Reports To:** COO

**Posting:** Position posted until filled.

<https://www.healthystartflorida.com/about-us/healthy-start-momcare-network/>

Please provide the following documents to [kchang@hsmnetwork.org](mailto:kchang@hsmnetwork.org) to be considered.

- ❖ A current resume, detailing experience, and education.
- ❖ Cover Letter (preferred).
- ❖ A list of at least three (3) professional references with current contact information or available to provide at the time of interview.

**LOCATION:** It is strongly preferred that the candidate be in Tallahassee, Florida with a partial telework schedule negotiated with the COO; however, a full time telecommute position will be considered for qualified candidates if the candidate is a Florida resident.

**SUMMARY:** Under the general direction of the COO, the Director of Analytics takes the lead on all data analytics systems, to ensure data/information quality assurance on all State Medicaid claims submissions, case management and outcomes reporting, and HRSA federal reporting. The Analytics Director will research and develop strategies to improve the analytics of Healthy Start while ensuring alignment with the priorities of the Florida Association of Healthy Start Coalitions (FAHSC) and its administrative services organization, the Healthy Start MomCare Network (HSMN). The Director will ensure compliance with all the organization's security. As a member of the senior staff, this position, in cooperation with other senior staff members, will advise the Executive Team on utilizing data and information to make informed policy and program decisions; will

foster a team-oriented work environment, while giving priority to providing support to local Healthy Start Coalitions serving pregnant women, children 0-3 years, and their families.

#### **DUTIES AND RESPONSIBILITIES:**

- ❖ Analytics
  - Conduct and/or oversee data analytics.
  - Compile and/or oversee the production of data reports on services, outcomes, data quality, and Medicaid claims utilization and trends as requested by the executive management team, Board of Directors, and funders.
- ❖ Information Technology (IT)
  - Oversee all data system changes and ensure a log of changes is maintained.
  - Oversee Medicaid claims submissions, quality assurance, HRSA federal reporting.
  - Research new technology needs (i.e., EVV), implement RFPs, select vendors in consultation with the executive management team.
- ❖ Ensure operational and appropriate data security and program compliance with policies and procedures, both internal and external.
- ❖ Oversee consultant contracts and operations pertaining to Medicaid claims.
- ❖ Supervise two positions: the Data Manager of Federal Grants and the Data Manager of State Grants.
- ❖ Review and approve all vendor contracts, invoices, funder reports prior to sending to the COO for approval.
- ❖ Contribute to the Senior Management Team's efforts to promote an organizational culture of collaboration, open and frequent communication, adaptation, alignment with a common vision, and celebration of success in achieving specific project and broader organizational objectives.
- ❖ Provide reports to the Board of Directors as requested by the COO.
- ❖ Perform other duties as assigned.

#### **SKILLS AND ABILITIES:**

- ❖ Strong Microsoft SQL skills.
- ❖ Proficient in Microsoft Office applications, especially Excel and functions.
- ❖ Experience extracting and analyzing data from multiple sources.
- ❖ Experience developing reports and/or dashboards for presenting findings; data visualization is advantageous.
- ❖ Ability to multitask and prioritize workload.
- ❖ Ability to handle sensitive and confidential matters and respond as required.
- ❖ Demonstrate proven ability in organizational development, information technology, business transformation, and project management.

#### **REQUIREMENTS:**

Bachelor's degree from a recognized university in a science related field (Mathematics, Economics, Computer Science) with at least 3 years of data management. Master's

degree is preferred. Strong organizational leader with excellent written and oral communication skills.

Informatics, data analysis, and security experience strongly preferred as well as Medicaid claims submissions and working with vendors on data system development.

**COMPUTER EQUIPMENT AND SOFTWARE:**

- ❖ Advanced working knowledge of Microsoft Office Suite: Excel, Word, Outlook (required)
- ❖ SQL database programming
- ❖ Tableau or other visualization software experience – a plus.

**OTHER:**

- ❖ Local and statewide travel is required to attend meetings.
- ❖ Must have a valid driver's license, a safe driving record, having reliable transportation and carrying your own car insurance.
- ❖ Prior to hiring, candidate will be fingerprinted, and a background screening will be conducted.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

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. While performing the duties of this job, the employee is frequently required to sit, talk, hear and use hands and fingers to operate and handle keyboards and controls. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close and mid-range vision. Depending on the location of the applicant, the position may be eligible for being remote within the state of Florida.