



A Union of Professionals

Notice of Open Position

December 22, 2020

Job Title:	Data & File Processing Manager	Unit:	Management
Job Number:	MGT-64-37-1220-V	Supervisor:	Director, MD&A
Department:	Membership, Data & Analytics (MD&A)	Salary:	\$158,948.73

Position Summary: The data & file processing manager oversees data processing and operations associated with AFT database and AFT membership data. This position is responsible for overseeing all affiliate file processing, reporting on monthly per capita/membership data, routine and custom membership reports, and all AFT database administrators.

Position Responsibilities:

- Provide support to AFT affiliates, including managing the monthly processing of files from AFT affiliates and vendors, record matching and cleaning, leadership lists and files, and per capita invoice data.
- Direct the development and maintenance of systems supporting both the AFT's internal and affiliate reporting systems.
- Direct and manage systematic, scheduled data cleaning.
- Work closely with other department managers to develop data and analysis solutions.
- Compile data from a variety of sources to analyze potential gaps and new opportunities for the AFT's membership data.
- Provide guidance, counseling and training to AFT database administrators and analysts, including evaluation and performance feedback.
- Collaborate with MD&A teams on support and improvement of the AFT's data ecosystem, as well as strategic insight to the impact and needs of our affiliates to increase efficiency and service levels.
- Oversee membership-related data management and reporting and understand how data is managed inside the AFT.

Primary Knowledge, Skills and Abilities:

- Five to seven years of experience in data management, including experience in direct affiliate support.
- Demonstrated success leading diverse teams and creating collaborative environments.
- Experience managing complex interactions between diverse ecosystems; direct experience and knowledge of AFT systems and priorities a plus.
- Practical knowledge of membership and organizing data sources, as well as data management system deployments and use-cases.
- Knowledge of database systems, architecture design and implementation.
- The ability to effectively communicate with both technical and non-technical individuals, including external customers and vendors, is a must.
- Proven ability to learn new systems and integrate industry advances into their work.
- Strong written and verbal skills.
- Prior work experience in a nonprofit or union environment is preferred.
- Familiarity with the AFT and its affiliates is highly preferred.

Work Environment: Work is generally performed in an office environment but provides remote flexibility. There is also occasional travel to work with local affiliates.

How to Apply: Applicants should submit a cover letter and resume to the director of human resources via the following link: https://www.appone.com/MainInfoReq.asp?R_ID=3348077.

Internal Posting Period: There is no internal posting period for this vacancy. Applicants will be considered as they apply.

AFT is an equal opportunity employer, committed to building a culturally diverse workforce and strongly encourages applications from women of color, individuals with disabilities and veterans.