



Data Manager

Job Title: Data Manager

Start Date: This position is available immediately

Employment Type: Full-Time

Location: Flexible location, with a preference for San Francisco Bay Area, California, Portland, Oregon, or Boulder, Colorado

Background: Empower Efficiency is a small and growing California-based consulting company dedicated to making energy efficiency and renewable energy desirable to consumers. California has some of the most progressive energy and climate policies in the nation, setting it apart from the rest of the country. In partnership with local organizations, leaders, and electric and gas utilities, Empower Efficiency specializes in developing, implementing, and evaluating large-scale energy efficiency, renewable energy, and clean energy programs that combine consumer-focused community-based social marketing and grassroots outreach.

We work closely with utilities, local governments, and community groups to motivate, enable, and engage a diverse range of customers in community-wide behavior and culture change programs. Our projects are cutting edge and very fast paced. We follow a "test, learn, adapt" mantra and are constantly looking for innovative solutions and cost-effective opportunities to further energy efficiency and clean energy adoption.

Empower Efficiency was hired to help increase awareness and demand for energy efficiency behaviors, products, and programs. We are looking for someone who has expertise in data management and energy programs, as well as a passion for data and clean energy issues (especially household energy efficiency). The Data Manager should have a minimum three (3) years experience administering or developing in a Salesforce.com environment. Experience working on Department of Energy (DOE) Better Buildings residential energy efficiency programs is a plus.

Position Summary: The Data Manager will work closely with project administrators, implementers, and other stakeholders to understand the scope of data collection, data transfers, management, security, Information Technology, and reporting work related to each Empower Efficiency project. Based on the needs of the project, the Data Manager will identify and coordinate with implementation partners to develop data collection processes, proactively address data management issues, ensure data quality and integrity, configure a customized Salesforce.com database to track and report on key program metrics, update and integrate with project websites, coordinate data transfers into Salesforce.com, and train and on-board

new users in data entry and data security protocols. The Data Manager will also develop customized reports and dashboards to monitor data integrity and program performance, and assist administrators in implementing a continuous “test, learn, adapt” approach to every project. The Data Manager is responsible for company IT management, including monitoring and supporting the information security policy and protocols, troubleshooting and supporting IT systems (e.g., email, document storage, website, etc.), incorporating and managing antivirus software and updates, and supporting employees through IT issues.

In addition to a strong background in Salesforce.com development or administration and website content management, the Data Manager must have strong project management skills, be able to manage complex projects with many moving pieces, and oversee task completion, including figuring out processes and moving projects from vision to implementation. A large part of the Data Manager’s work will be data analysis (both within and outside Salesforce.com), data modeling (e.g., program cost-effectiveness, business case, energy savings spreadsheet modeling, etc.), and data reporting of program performance. The Data manager must have strong communication and interpersonal skills, project coordination experience, and the ability to work well with all levels of internal management, staff, and outside clients, and vendors. The job also requires an individual who is flexible and creative, working both independently and alongside the client and team for direction.

Responsibilities:

- Work with clients and project managers to understand and perform the data collection, data transfers, analysis, and reporting required to inform program development and day-to-day program operational performance
- Assist in the configuration of a customized Salesforce.com database that streamlines and automates operations and optimizes efficiency
- Train and on-board Salesforce.com users in reporting requirements, data entry, and data security procedures, and develop and update related materials and resources
- Develop customized reports and dashboards to provide transparent and continuous feedback to stakeholders and program implementers
- Work with the web development team to translate program
- Provide website content management and website updates
- Proactively identify and coordinate with appropriate parties to resolve emerging data integrity issues
- Continuously adapt database to incorporate program changes and process improvements, and work with web developers to ensure program changes are reflected in the program website
- Oversee the information security policy implementation, and act as the point-person for data security questions and concerns, and periodically monitor data security to ensure compliance
- Act as the company IT manager



- Other responsibilities as needed

Qualifications

Minimum Qualifications:

- Bachelor's Degree, ideally in Database Management or Database Administration
- Three plus (3+) years experience administering or developing in a Salesforce.com environment
- Ability to work independently and as a member of a team
- Excellent computer skills, including proficiency in Microsoft Excel, multiple CRM platforms (especially Salesforce.com, but others are a bonus), WordPress website development, databases, etc.
- Experience with energy efficiency programs (e.g., utility programs, contractor-administered home performance, Better Buildings programs, etc.)

Desired Qualifications:

- Experience with advanced Salesforce.com development, including Apex coding and Visualforce
- Familiarity with community organizing and/or community-based social marketing programs
- Strong verbal and written communication skills
- Ability to condense and explain technical information in concise and pointed summaries that can be understood by diverse constituents (e.g., communication skills to translate between technical and program aspects)
- Ability to design work plans and to prioritize and meet goals under strict deadlines
- Well-organized and self-motivated
- High attention to detail and the ability to perform multiple tasks under strict deadlines
- Passion for a sustainable energy, mission-focused career
- Desire to be part of a quickly growing company

Compensation: \$65,000 - \$85,000 per year (commensurate with experience)

Application Instructions:

Interested candidates should submit the following documents to information@empowerefficiency.com:

- Resume – No more than two pages
- Cover Letter – Address the following questions in your cover letter:
 - Why do you want this job?
 - What do you bring to our team?



- What are your top three to five strengths?
- At least two professional references (name, phone, email, position, company, span of dates that worked for the reference)

Subject line of the email should read: Data Manager – [First Name Last Name]

Application Deadline: Applications will be reviewed on a rolling basis. Please submit your application no later than July 20, 2015.

Empower Efficiency is an Equal Opportunity Employer.