

Job Title: Data Manager – HEART

FLSA Status: Exempt

Reports To: Project Director

Employment Type: .75 FTE

Location: Illinois (Hybrid: Remote and Onsite)

Position Summary:

The Data Manager will oversee data collection, quality assurance, and federal reporting activities for the HEART HHS-ACF-OFA-ZB-0109. This position is responsible for ensuring accurate and timely entry of participant data into the **nFORM performance management system**, monitoring compliance with program benchmarks, and generating reports to guide decision-making and continuous improvement. Salary is \$35,250 per year per federal funding, working .75 FTE.

Key Responsibilities:

- Manage data input, accuracy, and security for all couple participants enrolled in HEART programming.
- Ensure complete and timely reporting into **nFORM** (ACF's federally required performance data system).
- Coordinate with facilitators and outreach staff to track enrollment, workshop attendance, and completion milestones (50%, 90%, 100%).
- Monitor performance indicators including service dosage, retention, and outcome measures.
- Produce monthly and quarterly data reports for internal team review and external reporting.
- Support preparation of required federal performance progress reports (PPRs).
- Work with local evaluation partners and/or OFA-appointed evaluators on data sharing, validation, and formatting needs.
- Identify data gaps and trends to support program improvement.
- Ensure participant confidentiality and compliance with data management protocols.
- Train staff and facilitators on proper data entry and program tracking tools.

Qualifications:

- Bachelor's degree in Data Management, Public Health, Social Sciences, Information Systems, or a related field (Master's preferred).
- Minimum of 3 years of experience in program data management, preferably in a nonprofit, youth development, or federally funded setting.
- Proficiency with data systems and reporting tools (experience with nFORM, ETO, or Apricot a plus).
- Strong understanding of data privacy and federal reporting requirements.
- Detail-oriented with strong analytical and problem-solving skills.
- Excellent organizational and communication abilities.
- Bilingual (Spanish/English) preferred but not required.
- Have legal permanent residency or U.S. citizenship (ie. proof of authorization to work in U.S.)
- Acknowledge Family Bridges Statement of Faith.

This position is funded through a cooperative agreement from the U.S. Department of Health & Human Services, Office of Family Assistance. Continued employment is contingent upon grant funding and performance. Benefits available following a probationary period.