

## Position Description

<b>Position Title:</b> Data Manager	<b>Supervisor:</b> President & CEO
<b>Department:</b> Operations	<b>Full or Part Time:</b> Full Time
<b>FLSA Status:</b>	<b>Salary Range:</b> \$45,000 - \$55,000
<b>Position Code:</b>	<b>Revision Date:</b> 2-26-26

<b>Position Summary</b>
<p>The Data Manager leads Special Olympics Rhode Island’s data strategy, integrity, and reporting functions. This position oversees the collection, management, security, and analysis of organizational data to support operations, fundraising, athlete services, compliance, and strategic decision-making. The Data Manager ensures the accuracy and confidentiality of athlete, volunteer, and donor records; maintains all virtual systems and databases; produces actionable reports; and collaborates across departments to advance the mission of Special Olympics Rhode Island.</p>
<b>Essential Functions/Position Responsibilities</b>
<ul style="list-style-type: none"> <li>• Develop and maintain policies and procedures for data collection, retention, integrity, and security</li> <li>• Administer and maintain organizational databases, including user permissions, system configuration, auditing, backups, and data quality controls</li> <li>• Enter and manage gifts, actions, interactions, and related constituent data in the donor and sports management systems</li> <li>• Manage and maintain constituent records for athletes, volunteers, donors, and other stakeholders</li> <li>• Support donor relations, finance, and program departments through data extraction, reporting, reconciliation, and analysis</li> <li>• Assist with weekly and monthly reconciliation of donor contributions in coordination with finance</li> <li>• Produce monthly, quarterly, and ad hoc reports to inform operational performance, fundraising progress, and program outcomes</li> <li>• Support annual program census</li> <li>• Assis with constituent registration processes</li> <li>• Provide training and technical support to staff on donor and sports management systems</li> <li>• Ensure compliance with data security standards and Special Olympics policies</li> <li>• Maintain professional and technical knowledge through continuing education and professional development</li> <li>• Perform other duties as assigned, including support for fundraising and program events</li> </ul>
<b>Qualifications &amp; Requirements</b>
<p><b>Required Qualifications</b></p> <ul style="list-style-type: none"> <li>• Bachelor’s degree in information technology, computer science, business analytics, or related field (or equivalent experience)</li> <li>• Experience managing CRM or donor management systems</li> <li>• Demonstrated experience in database administration and data integrity management</li> <li>• Strong analytical skills and ability to translate data into actionable insights</li> <li>• Advanced proficiency in Microsoft 365 applications, particularly Excel</li> <li>• Strong written and verbal communication skills</li> <li>• Ability to work collaboratively across departments</li> </ul> <p><b>Preferred Qualifications</b></p> <ul style="list-style-type: none"> <li>• Experience in nonprofit or membership-based organizations</li> <li>• Familiarity with Special Olympics systems or similar sports/program management platforms</li> <li>• Experience supporting fundraising operations and financial reconciliation processes</li> </ul>

Special Olympics of Rhode Island operates as an Equal Opportunity Employer and an Affirmative Action Organization. SORI provides equal employment opportunity to all qualified applicants and employees without

regard to race, religion, color, sex, age, national origin, marital status, veteran status, sexual orientation, gender identity and mental or physical disability.

Interested candidates should submit a cover letter and resume to [careers@specialolympicsri.org](mailto:careers@specialolympicsri.org) or visit <http://www.specialolympicsri.org/>.

<b>ESSENTIAL FUNCTION ESTIMATE OF PHYSICAL, ENVIRONMENTAL &amp; MENTAL REQUIREMENTS</b>				
<b>Physical Requirements</b>	<b>Rarely (15%)</b>	<b>Occasional (15% - 40%)</b>	<b>Frequent (40% - 70%)</b>	<b>Continuous (Over 70%)</b>
Lifting under 40 lbs.		X		
Lifting over 40 lbs.		X		
Dusty Environment	X			
Cramped Quarters	X			
Using Oil or Chemicals	X			
Standing		X		
Climbing Ladders	X			
Uneven Surfaces	X			
Exposure to Fumes/ Odors	X			
Exposure to Heat / Cold Temps		X		
Working Inside and Outside		X		
Climbing Stairs	x			
Sedentary Work		X		
Typing / Data Entry/ Computer		X		
Stooping	X			
Driving		X		
Walking		X		
Walk on Wet, Uneven, Slippery Surfaces	X			
Potential Exposure to Infectious Diseases	X			
Protective Equipment Required	X			
Phone Communications		X		
Bending		X		
Twisting Neck		X		
Bending at Waist		X		
Crawling	X			
Working in Confined Space	X			
Simple hand grasping 1 or both hands	X			
Fine manipulation 1 hand	X			
Fine manipulation both hands	X			
Repetitive Movement: Hand, Arms			X	
Reaching below shoulder height	X			
Reaching above shoulder height	X			
Repetitive movement: foot	X			
Kneeling	X			
Driving		x		
Hearing			X	

Operating Moving Equipment (Fork Lift, Tractors, Movers, etc.)	X			
Reaching/Pulling/Pushing		X		
Acuity, Far – Clarity of vision at 20 feet or more	X			
Acuity, Near – Clarity of vision at 20 inches or less			x	
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Depth Perception – Three-dimensional vision. Ability to judge distances and space relationships.	x			
Field of Vision – Area that can be seen up and down or to right or left while fixed on a point.	x			
Accommodation – Adjustment of eye to bring object into sharp focus- Important for near point work.	x			
Color Vision – Ability to identify and distinguish colors.	x			
<b>Cognitive Requirements</b>	<b>Rarely (15%)</b>	<b>Occasional (15% - 40%)</b>	<b>Frequent (40% - 70%)</b>	<b>Continuous (Over 70%)</b>
Communications Oral		x		
Communication Written			x	
Mechanical Concepts	x			
Interpreting Skills	x			
Implementing			x	
Evaluating			x	
Organizing			x	
Consulting			x	
Analyzing			x	
Presenting		x		
Supervising				x
Ability to Deal With:				
• Stressful situations		x		
• Trauma, grief, death	x			
• Public Contact		x		
Decision Making			x	
Work with Others			x	
Work Alone			x	
Concentration			x	
Comprehend and follow instructions			x	
Relate to Others			x	
Influence Others			x	
Perform complex or varied tasks			x	

**Additional Comments:**

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