



ASSISTANT DIRECTOR OF DATA OPERATIONS

JOB DESCRIPTION

Invest Atlanta is the City of Atlanta's economic development agency. We advance Atlanta's global competitiveness by growing a strong economy and building vibrant communities with a direct and intentional focus on equity, diversity and inclusion and economic mobility for all Atlantans.

We are seeking a new Assistant Director of Data Operations who will be reporting to the Vice President of Marketing and Communications. The individual in the role will be responsible for creating, deploying, measuring, and optimizing the organization's unified data strategy, working in collaboration with multiple departments and key leaders across the organization, and providing ongoing support to teams seeking to integrate data driven tools, processes, and knowledge into their work.

We are seeking an experienced individual with superb management and communication skills, who can operate in a matrixed environment and with competing priorities. The individual will be a collaborator who can influence and drive others to action without direct authority. They will need to be driven by purpose and have a deep commitment to public service and social impact.

KEY RESPONSIBILITIES

- Establish, deploy, and measure a unified data strategy for the organization.
- Manage data focused strategic and tactical projects and initiatives.
- Provide data, as needed, in support of marketing, applications and general information.
- Work with IA departments to define, implement and monitor metrics and KPIs.
- Centralize data assets and sources from across the organization into a single environment.
- Support others in the daily use of data systems and ensure adherence to legal data standards.
- Create and enforce data policies and best practices for effective data management.
- Devise and implement efficient and secure procedures for data management and analysis.
- Formulate paths for quality data collection from within and outside of the organization.
- Simplify and normalize data across the ecosystem to help manage data as an asset.
- Assess, procure, deploy, and support the adoption of new data technology tools.
- Create and implement data governance and definition principles to manage data as an asset.

- Monitor and analyze information and data systems to evaluate and enhance their performance.
- Identify, design, and deploy opportunities to leverage data to increase operational excellence.
- Own data visualization, storytelling, and reporting across the organization to key stakeholders.

KNOWLEDGE, SKILLS, & ABILITIES

- Deep knowledge and experience in the data and technology landscape.
- Strong analytical, organizational, and motivational skills.
- Excellent understanding and application of data administration and management.
- Strong leadership and strategic thinking capacities, and a data driven approach.
- Superb written and oral communication skills, and strong ability to work on collaborative projects.
- Strong familiarity with modern database and information systems, tools, and technologies.
- Proficiency in MS Office suite and familiarity with project management tools and processes.
- Proven track record of being result oriented, with demonstrated abilities to achieve goals.

EDUCATION & EXPERIENCE

- B.A. or B.S. from an accredited college or university with a major in business, marketing, data management, IT, or related field, with a minimum of five (5) years of progressive professional experience leading and managing data and technology projects.
- A Master's degree in relevant field preferred.

Resumes should be submitted to: jobs@investatlanta.com

Invest Atlanta is an Equal Opportunity Employer. All qualified applicants, including but not limited to Minorities, Females, Disabled and Veterans are encouraged to apply.