

JOB POSTING

Cherry Hill Strong was established in 2021 as the neighborhood's community quarterback organization; charged with engaging the community, coordinating efforts and investments across the Purpose Built Communities' four pillars: Education, Community Wellness, Economic Vitality, and Housing. We partner with Cherry Hill residents and community leaders to ensure collaboration among partners, build in mechanisms for meaningful community feedback, and accountability towards achieving the community's long-term goals.

Job Title: Data and Impact Manager

Job Reports to (title): Executive Director

Date Issued/Revised: August 2026

Starting Wage Range: \$53,611 - \$89,434

Benefits: 15 days PTO, Medical, Dental, Vision, Life, Short- and Long-Term Disability, 401(k) Plan with match

Part/Full-Time: Full-Time

FLSA (Exempt/Non-Exempt): Exempt

Location: Hybrid Office/Community/Remote

GENERAL PURPOSE OF JOB

Cherry Hill Strong is building its first formal data system, and we are hiring the person who will own it. The Data and Impact Manager leads the collection, interpretation, and use of the data that shows whether Cherry Hill Strong and its partners are moving the neighborhood toward the community's vision. This is an inaugural role and a rare chance to build a data function from the ground up, in partnership with Purpose Built Communities and our Salesforce implementation team.

Your work will show up across all four of our pillars:

- Housing – tracking access to high-quality, affordable housing
- Community Wellness – measuring health, safety, and quality-of-life outcomes
- Education – following the cradle-to-college-and-career pipeline
- Economic Vitality – documenting workforce, small business, and fresh food access gains

ESSENTIAL JOB FUNCTIONS

Data System Stewardship and Architecture (25%)

- Serve as the organization's system owner for Salesforce, setting the data model, field definitions, and workflow requirements in partnership with Purpose Built Communities' Salesforce Administrator and implementation partner
- Determine how programs, partners, residents, and community activities are represented in the system of record, and adjust the structure as organizational needs evolve
- Establish, document, and enforce the standards and procedures governing how data is entered and maintained across the organization; perform direct entry for complex, exception, or newly designed records
- Evaluate and recommend data tools, integrations, and vendor support; oversee acquisition and import of partner reports, school system data, and publicly available datasets

Analysis, Reporting, and Data Visualization (30%)

- Determine the analytical approach used to answer organizational, Board, and funder questions, and select the methods and measures appropriate to each
- Produce recurring and ad hoc reports, dashboards, and data visualizations for staff, the Board of Directors, funders, community partners, and residents
- Interpret trends and patterns in program and neighborhood data, exercising independent judgment in framing findings and their implications for staff and leadership

- Provide the analysis that supports Liberatory Results Based Accountability [(L)RBA] program evaluation led by the Senior Program Manager
- Prepare data displays and narrative summaries for community meetings, presentations, annual reports, and grant applications

Data Quality, Governance, and Confidentiality (20%)

- Define and maintain the organization's data standards, naming conventions, retention rules, and storage protocols
- Design and run validation routines; determine when data quality issues warrant correction, re-collection, or suspension of a reporting process
- Establish and monitor confidentiality safeguards and data-sharing practices governing sensitive resident and partner information; advise leadership on the terms of data-sharing agreements

Data Collection Design and Capacity Building (15%)

- Design data collection instruments, including surveys, intake forms, sign-in tools, and interview and focus group protocols
- Develop and deliver training, written guidance, and technical assistance that builds data capacity among Cherry Hill Strong staff and community partners
- Advise the Senior Program Manager and Community Organizer on field-based collection methods and coordinate collection with partner organizations and residents
- Represent Cherry Hill Strong in Purpose Built Communities' Data Community of Practice and translate applicable practices into organizational use

Grant and Compliance Data Support (10%)

- Determine and verify the programmatic data required for grant reporting, including ENOUGH Act and other public, private, and foundation funder requirements
- Maintain reporting calendars and source documentation so that data submitted to funders is traceable and audit-ready
- Supply program and outcome data to the Director of Development for proposals and reports, and to the Staff Accountant where program data intersects with financial reporting

QUALIFICATIONS

Technical Qualifications:

- Education: Bachelor's degree in information science, statistics, mathematics, social science, public policy, public health, or a related field; or an equivalent combination of education and experience
- Experience: Minimum of 4–6 years of professional experience in data management, analysis, or evaluation; nonprofit or community-based setting preferred
- Experience: Demonstrated experience independently designing and leading data collection, analysis, or evaluation efforts from start to finish, with limited supervision
- Experience: Demonstrated experience working with both quantitative and qualitative data, including survey design, data cleaning, and reporting to external stakeholders
- Certifications/Licenses: Salesforce certification (Administrator or Associate) preferred
- Current or former Cherry Hill resident preferred; experiential knowledge of the Baltimore area and the needs of the community is valued

Knowledge, Skills and Abilities:

- Working knowledge of Salesforce or a comparable CRM/case management system, including data model configuration, report building, and administration
- Proficiency in Excel and Google Workspace; ability to build reports, dashboards, and visualizations using tools such as Salesforce reports, Tableau, Power BI, or Looker Studio
- Working knowledge of survey tools (e.g., Google Forms, Microsoft Forms, SurveyMonkey, Qualtrics) and of statistical and research methods
- Sound understanding of data privacy, confidentiality, and data-sharing practices that protect sensitive resident and community information
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate substantial amounts of information accurately and with attention to detail
- Ability to exercise independent judgment in selecting analytical methods and interpreting results, and to defend those choices to leadership and funders
- Ability to explain data clearly and compellingly to technical and non-technical audiences, in writing, verbally, and visually
- Highly organized self-starter able to set priorities, manage competing requests, and adapt as workstreams shift in a small and dynamic organization
- Strong interpersonal skills and the ability to build trust with staff, residents, and partner organizations
- Commitment to culturally relevant and equitable approaches to data and measurement
- Passion for the mission of Cherry Hill Strong and commitment to living out anti-oppressive values
- Outstanding integrity, professionalism, discretion, and sound judgment in handling confidential information

PHYSICAL DEMANDS

- Work is performed both indoors and in outdoors or ambient air temperature working conditions
- Requires the ability to use computers and other office equipment
- Incumbent may be in one place or move from place to place for extended periods
- Specific vision abilities include close, distance, and color vision, depth perception, and ability to adjust focus
- Speaking, hearing, and understanding English
- Bending, twisting, reaching and lifting up to 20 lbs. may be normal components in completing job duties

Cherry Hill Strong does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-job-related factors.