

**CODMAN SQUARE NDC
DIRECTOR OF SYSTEMS AND DATA MANAGEMENT**

Senior level, experienced, organized and methodical person capable of working collaboratively, across multiple lines of business/departments, to coordinate the development, implementation and maintenance of policies and procedures and to develop appropriate systems, protocols and forms in support of achieving of organizational goals and objectives sought. Position is key to providing parameters for decision making, meeting regulatory, legal, contractual, and other requirements and increasing efficacy and efficiency at the departmental and programmatic goal level. This position provides all staff and the Board with an understanding of the “ways of doing things” within CSNDC. Systems, policies and procedures developed, including databases, may be agency-wide or department-specific, to facilitate staff and Board understanding of who CSNDC serves and the outcomes and impact these services have on clientele.

Bachelors or Masters degree in Business, Management, Information Technology or related field, with at least 5 years of relevant experience, including demonstrated experience developing policies, procedures, systems and databases required. Solid knowledge of Microsoft Office programs, including Excel, Access, or other spreadsheet and data management programs or software required. Proven experience in achieving results, working in tandem with a diverse senior management team also required. Coaching experience desired. Must have excellent organizational skills, keen listening skills as well as excellent verbal and written communication skills.

Send resume by September 22 to Marcos Beleche, Codman Square NDC, 587 Washington St, Dorchester, MA 02124 or to marcos@csndc.com. Visit www.csndc.com for full job description. No phone calls please. Women and people of color encouraged to apply.