Data Manager
Massachusetts Growth Capital Corporation - Charlestown, MA

Job Description:
Massachusetts Growth Capital Corporation (MGCC) is seeking a skilled and motivated Data Manager to join its team full-time. Under the direction of the Chief Communications & Operations Officer, the Data Manager will oversee our data operations for our commercial lending division, community grants division, and COVID-19 grants ensuring data accuracy, integrity, and accessibility.

The Data Manager will be responsible for managing the organization's data collection, storage, and analysis, and reconciling data with the accounting, grants, and commercial lending divisions on a regular basis. This role involves overseeing data management processes, ensuring data quality, and supporting data-driven decision-making across various departments. This position will work closely with all departments within the organization, and especially the communications department and accounting department. The ideal candidate will possess a strong analytical mindset, exceptional tech-savvy skills, and the ability to lead data initiatives effectively.

Key Responsibilities:
- Oversee data collection, storage, and retrieval processes. Ensure data integrity, accuracy, and security across all systems.
- Manage and optimize database systems, including design, implementation, and maintenance in collaboration with the Chief Communications & Operations Officer. Work with organization's systems IT support to ensure databases are running efficiently and securely.
- Assist in the design, build out and implementation of program applications, ensuring they effectively collect data and meet legislative program goals.
- Implement and enforce data quality standards and protocols. Monitor and resolve data discrepancies and issues.
- Reconcile data with the accounting, grants, and commercial lending divisions on a regular basis.
- Develop and generate program master files, reports and dashboards to support business analysis and decision-making. Collaborate with departments to identify data needs and provide actionable insights.
- Monitor, analyze and aggregate data from different programs to provide a comprehensive view of the organization's overall impact.
- Develop methods for tracking applications and continuously monitor and update data sources to ensure the most up-to-date information is being utilized.
- Liaising with the accounting department to prepare and maintain payment records and reconciliation in database systems in preparation of annual audit.
- Track and organize responses to compliance report requests and generate progress reports.
- Apply statistical and data mining techniques to identify trends and patterns in complex data sets.
- Track program performance, generating reports for senior management on progress.
- Detect potential fraud and communicate with team. Analyze applications to identify duplicates, prior grantees, potential frauds, and provide daily updates to senior management. Any relevant information/concerns are communicated to senior management.
- Loading data into software.
- Ensure compliance with data protection regulations, organization's policies, and legal requirements.
- Create detailed reports, data visualizations, and dashboards to effectively communicate insights to stakeholders.
- Identify opportunities to enhance data management processes and tools.
- Other job-related duties as assigned.

Qualifications:
- Bachelor's degree in Data Science, Financial Analysis, Computer Science, Information Systems, or a related field.
- Proven experience (3+ years) in data management, data analysis, database administration, or a related role.
- Proficient in MS Office (Excel, PowerPoint, Word etc.)
- Demonstrated ability to work independently, manage time effectively, and exhibit self-motivation toward work.

- Strong financial analytical skills.
- Ability to manage large sets of data and ensure its accuracy and integrity across multiple sources.
- Work collaboratively with cross-functional team members to identify key data needs and requirements.
- Excellent problem-solving skills to address data-related challenges and improve processes.
- Effective communication and collaboration skills, with the ability to present data findings clearly to non-technical stakeholders.

About Us:
Massachusetts Growth Capital Corporation (MGCC) was established in 2010 under Chapter 40W of the Massachusetts General Laws, as an independent quasi-public agency that is overseen by the Commonwealth's Executive Office of Economic Development. MGCC is a resource for small businesses seeking growth capital devoted to making nontraditional business loans and administering grants by working with financial institutions, community development corporations and non-profits. Through these collaborations the agency helps create jobs and foster economic growth across Massachusetts.

Why Join Us:
- Competitive salary and benefits package, including health, dental and life insurance, employer-paid vision insurance, employer-contribution retirement plan, paid vacation and a student loan paydown plan
- Hybrid-schedule (2 days/week in Charlestown, MA office)
- Opportunities for professional development and career growth
- A collaborative work environment

How to Apply:
Interested candidates should submit their resume and a cover letter detailing their qualifications and experience to jobs@massgcc.com. Please include "Data Manager Application" in the subject line.

MGCC is an Equal Opportunity and Affirmative Action Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.