



## **JOB DESCRIPTION**

### **Program Manager, Data Systems and Analytics**

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The Common Ground Alliance (CGA) is the premiere trade association focused on reducing damages to underground facilities in North America through shared responsibility among all stakeholders. The CGA is a member-driven association of nearly 2,000 individuals and organizations across the damage prevention industry committed to saving lives and protecting underground infrastructure by promoting effective damage prevention practices. For more information, visit [www.commongroundalliance.com](http://www.commongroundalliance.com).

The CGA manages a variety of data systems in support of our mission, including the [Damage Information Reporting Tool \(DIRT\)](#) and the [Damage Prevention Institute \(DPI\)](#).

CGA is seeking a program manager with experience managing projects and programs related to information systems, data, and analytics to join our growing, fast-paced team. The Program Manager, Data Systems and Analytics will be responsible for managing the implementation of CGA's vision for data systems, including overseeing deployment of CGA data systems and analytical products. This individual will collaborate with the CGA team to support, maintain, and implement strategic solutions across the organization. This position will report to the Vice President, Programs & Strategic Initiatives.

### **Responsibilities**

- Support development, implementation, and evaluation of a cohesive mission-aligned technology and data strategy for the organization.
- Manage programs and projects pertaining to data management, analytics, and associated technology for CGA, including initiating, planning, executing, monitoring, communicating, and coordinating related activities.
- Ensure data systems and analytics facilitate development of knowledge and insight that best serve the interests and needs of CGA members.
- Oversee data analysis and reporting in coordination with CGA leadership, external subject matter experts, and consultants.
- Manage/facilitate CGA committee activities that support data and analytics programs through direct communication with staff, committee leaders, and committee members.
- Coordinate with departments and teams to develop business cases for new data system and analysis projects that can be prioritized by the management team.
- Build, maintain and ensure consistent and actionable member and stakeholder information by establishing a data governance plan and platform standards.
- Participate in vendor selection and negotiations for related support contracts.
- Develop and oversee a plan to ensure overall security of the organization's technology and data systems.

### **Requirements/Qualifications**

- Bachelor's degree required.
- Minimum of five years of experience working with data systems and analytics.
- Experience in damage prevention, including a basic understanding of the damage prevention process, key stakeholders, and related data and information systems.
- Experience working with member management systems, web content management systems, and ancillary support systems.
- Demonstrated experience contributing to and implementing organization-wide and user-focused data system strategies aligned with an organization's mission.
- Experience working with budgets and outsourced vendors.
- Knowledge and understanding of industry trends, current practices, new developments, and applicable data systems.
- Experience with project and program management, including planning, prioritizing, organizing, communicating, monitoring, and tracking details, effectively managing deadlines and multiple priorities.
- Accomplished problem solver with analytical skills.
- Possess a high level of professionalism and confidentiality while remaining flexible, proactive, resourceful, and efficient.
- Some travel, non-traditional work hours, and weekend work required.

Salary commensurate with experience. Compensation includes health benefits as well as participation in 401(K) plan once eligibility requirements are met. Please email cover letter and resume to [jobs@commongroundalliance.com](mailto:jobs@commongroundalliance.com).