



## **JOB DESCRIPTION: DATA & PRODUCT MANAGER**

### **Organization**

Boston School Finder is Boston's first free, comprehensive, and reliable online school guide for families on all 220+ public, charter, and private schools. First piloted in 2017, Boston School Finder will enter its third year with ambitious goals to reach more families and achieve sustained impact. Boston School Finder is a team within Boston Schools Fund, a non-profit organization focused on ensuring that every child in Boston has the opportunity to attend a high-quality school.

### **Position Overview**

Boston School Finder seeks a Data & Product Manager who will be responsible for building strong data systems across the organization and for the tool, as well as planning the build out of key features of the tool.

The Data & Product Manager will report to the Managing Director.

Specific responsibilities anticipated for this role include:

- Data Management
  - Create and maintain internal data systems, processes, and dashboards for the Boston School Finder team so that we can meet our goals
  - Formulate techniques for quality data collection to ensure adequacy, accuracy and legitimacy of data
  - Collect data and operationalize collection and data flow, improving processes
  - Analyze data and provide key takeaways to different parts of the Boston School finder team to answer key questions
  - Create and maintain monthly/quarterly/yearly dashboards for team review and action planning
- Product Management, Software Implementation & Management of our Content Management System (CMS) and Translation Management System (TMS)
  - Manage our technology partners, and work with them to create and drive the product roadmap
  - Manage relationship with our technology partners
  - Conduct user research and user testing, define key results and takeaways, and use it to improve the tool and guide future product/tool development
  - Work closely with Marketing to grow market intelligence: who are our "customers" and what is their key criteria for use? Understand the education landscape and who our "competitors" are and why. Ensure the roadmap reflects how we want to support our users.



- Other
  - Support the marketing manager in developing relevant content for newsletters
  - Take on other responsibilities as needed via discussions with manager

### **Skills and Qualifications**

- Positive attitude, commitment to equity, and a willingness to jump in where needed, when needed, even when it's outside of your "official" job description.
- 3-5+ years of work experience preferred
- Bachelor's Degree or equivalent preferred
- An analytical mindset with strong problem-solving skills
- Experience with analyzing data sets using Excel or other data analysis tools, creating surveys. Data visualization experience is a plus.
- Excellent project manager and planner, and ability to set deadlines and manage effectively towards them
- Strong written and oral communication skills
- Ability to manage "up" and "across" organizations effectively, and work with external partners and contractors
- Proficiency in another language, especially Spanish, is a plus
- Proficiency with GSuite and Microsoft Office or similar
- Previous work or experience in schools/districts a plus, especially in and around Boston

Boston Schools Fund offers competitive compensation and benefits commensurate with experience.

### **How to Apply**

Please send a cover letter and resume in PDF format to [apply@bostonschoolfinder.org](mailto:apply@bostonschoolfinder.org). Please include "Data & Product Manager Application" in the subject line of your email.

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