



**Job Title: Manager of Data Systems**

**Location: Annapolis, MD or remote location**

**Reports To: Chief Financial Officer**

### **About the Role**

The Manager of Data Systems is a pivotal position responsible for orchestrating CLT's data infrastructure across all departments. In this role, you'll leverage your technical expertise to maintain, enhance, and integrate data systems that power our rapidly scaling operations. You'll design innovative solutions that connect our data points, automate processes, and deliver insights to key stakeholders.

### **Key Responsibilities**

- Maintain and improve CLT's cross-departmental data infrastructure
- Design and implement integrations and automations to support organizational growth
- Package and deliver data for stakeholders, including college partners, repositories, and districts
- Support data needs for marketing, finance, and other departments
- Prepare and present data insights for directors and board meetings
- Provide CRM expertise and troubleshooting support across the organization
- Manage HubSpot data integrity and oversee system integrations
- Identify opportunities for CRM training and process improvements

### **Required Qualifications**

- Advanced proficiency in Excel
- Strong SQL skills and query writing experience
- Database management experience
- Proven CRM system expertise

### **Preferred Qualifications**

- Programming experience in Python or Node.js, particularly for API integration
- Experience with HubSpot development and customization



- Data modeling/visualization expertise
- Strong problem-solving abilities and analytical thinking
- Excellent communication skills for translating technical concepts to non-technical audiences

### **Impact You'll Make**

As Manager of Data Systems, you'll be the backbone of CLT's data operations, enabling data-driven decision making across the organization. Your work will directly impact our ability to scale efficiently, serve our partners effectively, and achieve our mission through streamlined data processes.

Join our team and bring your rigorous imagination to help build the future of CLT's data infrastructure!