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**JOB TITLE: Senior Data Manager**

*Position Designation*: Telework Eligible (3 days/week in person presence)

*Clearance*: Facilities Clearance (FAC)

**Salary Range**

$99,200–$139,395 (targeting $99,200–midrange)

Applications will be accepted on a rolling basis, and only those applicants who meet the above criteria will be contacted for an interview.

**Background**

[**Moonshot Global LLC**](http://www.moonshotglobal.com/)(Moonshot) is a woman-owned, mission-drive global advisory services and research firm that helps organizations maximize their social impact. Founded in 2014, we have core capabilities in the areas of [evidence and impact](https://moonshotglobal.com/category/portfolio/evidence-and-impact/); [learning](https://moonshotglobal.com/category/portfolio/learning/); [strategy and engagement](https://moonshotglobal.com/category/portfolio/strategy-and-engagement/); and [sustainable investment advisory](https://moonshotglobal.com/category/portfolio/sustainable-investment-advisory/). We are headquartered in Washington DC, USA, and have team members located in Kenya, Papua New Guinea, Samoa, Germany, Spain, and the UK. We keep our core team small and partner with those with complementary expertise.

We serve a diverse client base—governments, bilateral and multilateral donors, development finance institutions, foundations, civil society and nongovernmental organizations, private sector firms, including small and growing businesses. We bring global experience in 40+ countries, including those affected by conflict. We specialize in impact strategy, measurement, management, and verification; partnerships strategy and execution; and digital solutions design and roll out to support innovative finance (blended finance and impact investing), open innovation, sustainability, and trade and foreign direct investment.

We bring sectoral experience in agriculture, democracy/governance, education, energy, health, and technology. We have implemented projects that focus on the cross-cutting issues of data protection and privacy, displaced communities, human trafficking, financial inclusion, gender and inclusivity.

Our three flagship products—portfolio impact strategy, third party [impact verification](https://moonshotglobal.com/what-we-offer/), and constituent feedback—help clients harness data and knowledge to inform strategy and improve results.

**POSITION DESCRIPTION**

**About the Project**

Through the Private Sector Engagement Modernization Contract (PSEMC), Moonshot supports the U.S. Agency for International Development’s (USAID’s) Private Sector Engagement (PSE) Hub to expand and deepen collaboration with the private sector to achieve greater development outcomes. The PSE Hub’s mission is to create the institutional conditions, operating infrastructure, and capacity necessary to expand engagement with the private sector in the United States and partner countries. The PSE Hub works to transform and modernize how USAID does development by institutionalizing USAID’s PSE policy and delivering capacity- and systems-building support for PSE across all sectors, operating units, and countries where USAID operates. PSEMC supports Missions, Bureaus, and Independent Offices across USAID with PSE-focused needs. Moonshot is a subcontractor on the project to [Dexis Consulting Group](https://dexisonline.com/).

**About the Position**

Moonshot is seeking a Senior Data Manager to support USAID’s PSE Hub within the Bureau for Inclusive Growth, Partnerships, and Innovation (IPI). The Senior Data Manager will support PSE Hub’s implementation of its 2021 – 2025 strategy, which defines a strategic framework to scale and mainstream enterprise-driven development. The Senior Data Manager will support assessments of PSE Hub’s engagement with partners, and its existing engagement tools, processes, and procedures. In addition, the Senior Data Manager will assist in the collection and organization of a knowledge base of private sector engagement approaches and business models.

This is a full-time position requiring three days per week in person at the Ronald Reagan Building in Washington, DC. This expectation may change following any future changes to Agency requirements.

**RESPONSIBILITIES**

***Business Analysis and Assessment:***

* Assess current PSE Hub data ecosystem, processes, and procedures. This may include:
  + Implementation of a User Experience Diagnostic including support to potential surveys, key informant interviews, and focus groups
  + Identification of enterprise level solutions to strengthening the PSE data ecosystem
  + Formulation of requirements for re-design of an existing engagement website(s) and shepherding the redesign process. Ensure that design is consistent with USAID policies and procedures (including existing infrastructure which could be utilized/modified), and aligned to the findings of the User Experience diagnostic.
* Analyze and create data visualizations of Agency-wide PSE data from sources such as the annual PSE survey and the Public-Private Partnership data call.

***Data and Learning:***

* Support 1-2 cycles of annual data collection, cleaning, and reporting of USAID public private partnership data
* Provide technical advisory services in the streamlining of USAID’s PSE data collection, management, and storage processes
* Serve as Business Owner for the development of an enterprise level PSE data warehouse
* Development and implementation of a change management strategy to accompany the new information management system
* Support creation of knowledge products and learning events that help disseminate and increase utilization of PSE data

**QUALIFICATIONS**

**Required**

* Legal right to work in the Unites States.
* Bachelor’s degree in a relevant field (e.g., Public Policy, International Development, Economics) and 10 years of relevant work experience (e.g., business analysis, MEL, knowledge management, organizational change management, data analysis and visualization, statistics), or Master’s degree and eight (8) years of relevant experience
* Strong research background in a relevant field, such as international development, using mixed and participatory methods
* Experience conducting surveys, key informant interviews, and focus groups
* Experience with mixed methods evaluation and qualitative data coding
* Experience in managing databases and establishing data collection and reporting processes
* Strong facilitation skills
* Experience communicating with senior-level leadership
* Strong written and oral presentation skills
* Ability to obtain a Facilities Access Clearance (FAC)

**Preferred**

* Experience working with USAID or other large government or donors
* Experience with public-private partnerships or partnership engagement
* Familiarity with USAID’s PSE Strategy, PSE Evidence and Learning Plan
* Experience with Salesforce, Tableau, or Azure platforms
* Active FAC

Applications will be accepted on a rolling basis, and only those applicants who meet the above criteria will be contacted for an interview.

Moonshot is an Equal Opportunity Employer that values diversity of all types and does not discriminate on the basis of race, color, sex, national origin, religion, pregnancy, disability, age, genetic information, military service, veteran status, ethnicity, citizenship, sexual orientation, gender identity, marital status, childbirth and related medical conditions, including lactation, or any other protected class under applicable law.