

Manager of Member Data Association of Child Life Professionals

About the Association of Child Life Professionals

Established as a nonprofit organization in 1982, the Association of Child Life Professionals (ACLP) advances the field of child life by establishing and maintaining professional standards, enhancing the professional growth and development of members, and advancing the credibility of the child life profession by fostering research and promoting the standards of child life practice on a national and international level.

The Association represents trained professionals with expertise in helping infants, children, youth, and families cope with the stress and uncertainty of illness, injury, and treatment. ACLP is comprised of more than 5,000 individuals representing at least 600 organizations worldwide. Learn more about ACLP at childlife.org.

Position Summary

ACLP is seeking a Manager of Member Data to assist with the day-to-day operations of the Child Life Professional Data Center and serve as a data analytics resource to other departments. The Manager of Member Data will have a solutions-oriented mindset and the ability to seek new ways to leverage ACLP's existing data.

Primary Duties and Responsibilities

The primary responsibilities of this role are to manage ACLP's data collection, analysis, and reporting. This includes day-to-day oversight of the Child Life Professional Data Center, including user onboarding, user support, promoting CLPDC subscriptions, and collaborating with subject matter experts to enhance data literacy in the child life field. The successful candidate will be able to assist child life programs in addressing barriers to data collection and help them understand their specific data while also asking thought-provoking questions to look at the bigger picture and unique program factors that explain the why behind the data.

In addition, this role will support other ACLP data collection and survey research efforts. This includes overseeing annual efforts to update individual member profiles, clinical program profiles, and academic program profiles. This role will support ACLP's survey research and reporting, including the annual member survey and salary survey, utilize existing data to develop state of the industry reports, and explore repurposing our data into non-dues revenue opportunities.

The successful candidate is analytical, a critical thinker and problem-solver with exceptional project management skills and the ability to scaffold data skills in others. The Manager of Member Data will report to the Director of Member Engagement & Partnerships.

Working for ACLP

ACLP's headquarters is in Falls Church, Virginia. ACLP is open to the consideration of a fully remote position to hire the candidate that is the best fit for our association. ACLP offers eligible employees a comprehensive range of benefits, including medical, dental, vision, and life insurance. Additional benefits include a 403(b) savings plan with strong company match, paid holidays, sick and vacation leave, and more.

Qualifications and Experience

- Required
 - Bachelor's degree
 - Experience utilizing Microsoft Excel to manipulate and analyze data
 - Experience creating database queries
- Preferred
 - 3-5 years of experience in a hospital child life role OR 3-5 years of experience in an association

- or non-profit management role
- Experience using data analysis and visualization software
- Keen listener with the ability to meet members where they are at and customize data collection tools to meet their unique needs
- Analytical mindset balanced with the ability to zoom out and tell the bigger story
- Creative thinker capable of combining and analyzing data from multiple sources
- Innovative risk-taker willing to experiment with new approaches to enhance value and meet member needs
- Ability to prioritize, manage multiple projects simultaneously, and work well in an independent environment
- Ability to execute daily tactics that contribute to the overall strategic plan
- Excellent verbal and written communication skills
- Organized, detail-oriented, self-motivated, and results-driven
- Strong project management skills

Job Status

The Manager of Data Analytics is a permanent, full-time position and is classified as “exempt” (salaried at a regular rate regardless of the number of hours worked).

EEO Policy

The Association of Child Life Professionals (ACLP) believes that equal opportunity for all employees is important for the continuing success of our organization. In accordance with state and federal law, ACLP will not discriminate against an employee or applicant for employment because of race, disability, color, creed, religion, sex, age, sexual orientation, genetic information, national origin, ancestry, citizenship, veteran status, or non-job-related factors in hiring, promoting, demoting, training, benefits, transfers, layoffs, terminations, recommendations, rates of pay or other forms of compensation. Opportunity is provided to all employees based on qualifications and job requirements.

Disclaimer

This description is intended to provide an overview of the responsibilities and duties of the position. It is not all-inclusive. The incumbent in the position will be expected to perform other duties as required. The responsibilities may change over time. This description is provided for informational purposes only and does not form the basis of a contract.