

**Job Title:** Data Systems Manager  
**Reports to:** Director of Grants Management  
**Supervises:** None  
**FLSA Status:** Exempt  
**FTE:** Full-time

### About Caring for Colorado:

Caring for Colorado is a health foundation that funds programs, organizations, and systems that help young people and their families successfully navigate the adolescent period. Through collaborative partnerships, shared knowledge, and grantmaking, we work with communities to address the root causes of health inequities. We implement strategies designed to unlock the potential within every young person in Colorado and offer them opportunities to live full and happy lives.

We are looking for staff who will bring our values of hope, service, inclusion, and integrity into their daily work and are deeply committed to our mission of creating equity in health, well-being, and opportunity for Colorado's young people and their families on a personal and professional level. At Caring for Colorado, we believe social change happens when people with a wide range of backgrounds, experiences, and identities come together with a common purpose. Our staff bring their knowledge, creativity, and passion to work every day for Colorado families. We have a statewide presence with physical offices in Denver and Pueblo.

### Position Summary:

The Data Systems Manager plays a critical role in building, maintaining, and optimizing the organization's information technology systems to advance foundation objectives. As the internal expert on databases and software interconnectivity, this position leads the development and administration of the grants management system and ensures seamless integration with finance and other organizational platforms.

The Data Systems Manager serves as a technical leader, developer, and trusted resource. They drive process improvements, implement automation and AI tools, and ensure data accuracy and security across systems. They also provide proactive customer service to staff, guide technology adoption, and help maximize the foundation's effectiveness through innovation and strong systems design. They thrive in a collaborative, dynamic work environment and recognize their crucial role in advancing the organization's mission through technology and innovation.

## Essential Duties and Responsibilities:

### System Developer and Technical Management 75%

- Serve as the lead administrator and developer of the grants management platform.
- Design, build, and maintain applications, forms, workflows, scripts, conditional logic, and reporting tools.
- Create custom dashboards and financial reports; manage bulk updates and data cleanup as needed.
- Ensure integration between grants management and accounting systems to support accurate grant payments.
- Serve as the primary liaison to and conduct ongoing system maintenance, improvements, and upgrades in collaboration with Fluxx technical support.
- Provide responsive support to staff, applicants, and grantees.
- Explore and implement system enhancements, including automation, AI applications, and multilingual functionality.
- Uphold database integrity and ensure consistent alignment with the foundation's grants management principles.

### IT Systems Support 20%

- Improve interoperability across organizational systems for finance, grants management, donor management, project management, and security.
- Research, recommend, and implement new tools that enhance efficiency and collaboration.
- Provide technical support and training to staff, ensuring effective use of systems.
- Develop policy and ensure the organization's ethical and best practice use of AI tools.

### Donor Database Management 5%

- Maintain donor database(s), ensuring accuracy, consistency, and timely gift entry.
- Generate donor reports, analytics, and weekly activity summaries.

## In Your First Year, You Will:

- Demonstrate excellence in the technical development and management of the grants management system.
- Become the organization's go-to technical expert for internal systems and interoperability.
- Streamline workflows and connect systems to improve efficiency across teams.
- Identify and advance process improvements, system updates, and consistent use of systems.
- Deliver accurate, actionable reports that inform decisions.
- Introduce innovative solutions (automation, AI, multilingual tools) that expand impact.

## Knowledge, Skills, Experience, and Abilities

### Required Experience and Abilities

- Five or more years of demonstrated technical expertise in system administration, database management, and software integration. Preferred experience in a grants management system.
- High level of attention to detail to ensure accuracy in data management, documentation, and security protocols across systems.
- Strong project management skills, with the ability to balance multiple priorities and deadlines.
- Customer-service orientation, with a proactive, problem-solving mindset.
- Proven ability to work independently while effectively supporting collaborations.
- Excellent communication and collaboration abilities—able to explain technical concepts clearly to non-technical colleagues.
- High standards of professionalism, confidentiality, and attention to detail.
- Creative and strategic in implementing IT solutions to enhance efficiency and effectiveness.
- Skilled in workflow design, reporting, automation, and data integrity.
- Proven ability to analyze needs, troubleshoot issues, and implement effective solutions.

### Desired Experience

- Bachelor's degree in Information Technology, Business Systems, or related field.
- Experience leading AI-driven automation or workflow improvements.
- Direct experience working with Fluxx, Asana, and/or Sage Intacct.

## Work Environment

- Work is performed out of the CFC Denver office with occasional on-site visits to the Pueblo office.
- Work is generally performed within an office environment, with standard office equipment available.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Office hours are Monday – Friday, 8:30 am – 5:00 pm.
- Caring for Colorado offers a flexible and hybrid work environment dependent on the organization's needs. Up to two days per week of remote work, generally on Wednesday and Friday, may be considered and are determined based on the job's purpose and the organization's needs.
- To be considered for employment, the candidate must pass a background check and maintain a driver's license. Accommodations will be considered for people unable to drive or secure a driver's license.

## Salary and Benefits

- Salary is \$80,000- \$100,000 for a full-time equivalent position. Salary will be based on experience.
- Caring for Colorado offers a comprehensive benefits package including 401K, medical, dental, and vision benefits, life and disability insurance, a family-friendly work environment, and generous PTO, wellness weeks, and paid holidays.

## Timeline and Application Process

To learn more about Caring for Colorado, visit: [www.caringforcolorado.org](http://www.caringforcolorado.org). Caring for Colorado is an equal opportunity employer with a mission to create equity in health, well-being, and opportunity for children, youth, and families.

To apply, send a cover letter and resume to [careers@caringforcolorado.org](mailto:careers@caringforcolorado.org), stating Data Systems Manager in the subject line. Please do not call.

**The position is open until filled with a preferential review of applications submitted by October 15, 2025..**

*This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by their supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*