



Organization: United Way of the Midlands
Job Title: Manager, Data Resources
Department: 211
FLSA Status: Full-time, Exempt
Location: Omaha, NE (Hybrid):

Remote work applicants may not work from the following states: CA, CO, CT, ME, MD, MA, MN, NJ, NY, PA, WA.

About United Way of the Midlands:

Since 1923, United Way of the Midlands (UWM) has served the Omaha-Council Bluffs metro by bringing together the business, government, and not-for-profit sectors and raising money to support our community's most impactful health and human service programs. UWM's funded programs and direct services – including JAG Nebraska, 211, and the Weatherization Assistance Program – focus on four key areas to improve health and well-being for all, build financial stability and strength, help young people realize their full potential, and address urgent needs today to advance a better tomorrow. At United Way, we are committed to fostering integrity, inclusion, and responsibility across our work where all employees feel valued, respected, and empowered to bring their unique perspectives and experiences to the table.

UWM's Mission:

United Way of the Midlands **UNITES** our community's **CARING SPIRIT** to build a **STRONGER** tomorrow.

Guiding Principles:

At United Way of the Midlands, we...

- Build **TRUST** in everything we do.
- Extend **GRACE** by thinking beyond ourselves.
- Show **GRIT** by bringing it everyday.
- Be **OPEN** to embracing others' differences.
- Actively **ENGAGE** by listening and sharing.
- Live **CURIOUSLY** to learn constantly.

Manager, Data Resources Summary:

Primary responsibility for oversight and maintenance of the 211 Resource Database. Follow processes that ensure accuracy, consistency, integrity, and timeliness of the database. Evaluate data management practices and recommend system enhancements.

Responsibilities:

- Manages and updates data for new and existing community resources, ensuring annual updates and necessary follow-ups.
- Develops, implements, and documents procedures for data input and corrections, monitoring taxonomy applications and related reports.
- Generates and analyzes statistical reports for internal and external stakeholders.
- Serves as a liaison with community partners, ensuring compliance with database-related grants, contracts, and agreements.
- Ensure the accessibility and integrity of the community resource directory online.
- Coordinates with vendors and partners to maintain data integrity across software platforms.
- Supports the Director, 211 with projects, speaking engagements, and participation in professional organizations.
- Represents United Way at key events to promote 211 services and the Community Resource Directory.

- Maintains accurate and organized data entry and file management to ensure the integrity and accessibility of information across systems.
- Documents procedures and training on the database system and provides training as needed to the organization.

Supervisory Responsibilities:

- Builds, leads, and mentors a team of Database Curator professionals.
- Interviews, hires, and trains staff in the department.
- Oversees the daily workflow of the department.
- Conducts timely and constructive performance evaluations.

Required Skills and Abilities:

- Flexibility to work alternative schedules, especially during disasters.
- Proficiency in Microsoft Office Suite, including PowerPoint, Excel, and Word.
- Strong commitment to the mission of United Way and the 211 network.
- Strong data analysis, written, and verbal communication skills.
- Attention to detail and proofreading skills.
- Other duties as assigned.

Education and Experience:

- Bachelor's degree in social services, Communications, Library Science, or a related field.
- 2-4 years of relevant experience in Social or Human Services, or Library Science.
- The ability to earn the Inform USA Community Resource Specialist – Database Curator Certification within 6 months of hire.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must occasionally lift and/or move up to 10 pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.

How to Apply:

Please submit your cover letter and resume to resume@UWMidlands.org

United Way of the Midlands is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.