

**Governor's Office of Early Childhood Development**  
**Position Description**  
**Preschool Development Grant Birth Through Five (PDG B-5)**  
**Data Manager**

The Governor's Office of Early Childhood Development (GOECD) leads the state's initiative to create an integrated system of quality early learning and development programs to support Illinois' vision that access to a continuous, equitable, and high-quality early childhood system enables children, with the support of their families and communities, to grow up safe, healthy, happy, and ready to succeed. The PDG B-5 Data Manager manages and supports collaborative data projects at the regional, state, and local levels for the PDG B-5 grant.

Reports to: PDG B-5 Project Director

**Essential Duties and Responsibilities**

- Coordinate with the Illinois State Board of Education and the PDG B-5 Project Director to oversee the completion of data elements for the PDG B-5 grant
- Liaise with the Early Learning Council Data, Research, and Evaluation Subcommittee and Illinois Early Childhood Asset Map to support performance measurement and research plan development
- Manage the external team constructing unduplicated count of children receiving services in Illinois
- Support the strategic planning process and any strategic plan performance indicator development with an understanding of data accessibility and reliability
- Support external evaluation of PDG B-5 implementation
- Work closely with agency data staff who interact directly with early childhood care and education data
- Develop and manage the data management system for PDG B-5
- Support the Project Director to ensure all data-related grant requirements are met
- Support the grant-related data needs of other GOECD staff throughout PDG B-5 implementation
- Other duties as required or assigned by the PDG B-5 Project Director

**Qualifications and Requirements**

- Bachelor's degree in Social Science, Statistics, Economics, Public Policy, or equivalent
- Experience with performance measurement and program evaluation
- Experience in the development and management of a data management system
- Experience managing research projects
- Proficiency in Microsoft Office Suite
- Knowledge of equity and key related concepts including racial disparities, structural inequities, and structural racism
- Must have a background or experience in early childhood education; experience in Illinois early childhood systems preferred

## **Competencies**

- Commitment to the GOECD's vision and mission
- Works to operationalize an equity lens, with the goal of eliminating racial inequities throughout the early childhood system; this includes: engaging diverse perspectives, identifying how racial/ethnic and underserved groups are affected by current or proposed policies or procedures, and analyzing how policy or procedures might worsen existing disparities or produce other unintended consequences; will cultivate equitable practices across all aspects of job function
- Strong critical thinking, problem-solving, and analytic skills and attention to detail
- Strong data management skills and understanding of business process workflow
- Ability to manage an external team or group of external stakeholders remotely
- Ability to take on new challenges and manage multiple projects simultaneously with a high degree of accuracy
- Ability to work collaboratively to accomplish projects and meet deadlines
- Exceptional communication skills and ability to convey information clearly to technical and non-technical audiences

*This position is contractual and time-limited to the grant period with the possibility to extend.*

Send Cover letter and Resume to: Governor's Office of Early Childhood Development  
c/o [GOV.OECD@Illinois.gov](mailto:GOV.OECD@Illinois.gov)