



Data Systems Manager Job Description

Title: Data System Manager

Overview: Ensure that MOFGA's Virtuous, FileMaker Pro, and fair ticketing systems run effectively and support organizational needs, providing staff with the training, documentation, and support required for confident, efficient use; additionally, offers targeted support to teams using other data systems to help them maximize the value and functionality of those tools. The ideal candidate has some coding, scripting, and other database-related technical abilities. The Data Systems Manager is also responsible for supporting the MOFGA and MOFGA Certification Services' (MCS) website's connections to data systems. This position's annual work plan will be tailored to meet the needs of different MOFGA teams during different peaks and needs throughout the calendar year.

Supervisor: Operations Director

Work Week: Full Time, typically Monday-Friday.

Position: Salaried. Federal Fair Labor Standards Act Exempt. The employee is not eligible for overtime payment. This position is part of the MOFGA Workers United Union bargaining unit.

Additional Work Hours: Extended hours of operation during the Common Ground Country Fair weekend.

Salary Range: This is a salaried position, with a starting annual salary range of \$60,000-65,000, dependent upon experience. MOFGA has an excellent benefits package, including paid medical, dental and vision insurance, and parental leave. Employees receive a generous paid time off package, including vacation and sick time, three personal days, two week-long office closures, 14 paid holidays annually, and a sabbatical after seven years of employment.

Location: Hybrid. This position requires some time working from MOFGA's office in Unity each week. A hybrid Unity office/remote work schedule may be agreed upon and can be discussed during the hiring process. The individual will be required to be in the office in Unity more frequently leading up to and during the Common Ground Country Fair.

Specific responsibilities include:



1. Manage the MOFGA Certification Service's FileMaker Pro database, Organic Data Administration System (ODAS), and MOFGA's Virtuous database as follows:
 - a. Oversee the maintenance of the databases including monitor and implementing externally-driven system updates, and managing licenses, roles, permissions, backups, and server upgrades as needed, in conjunction with contractors. Perform some coding, scripting, API integrations, and technical troubleshooting as required.
 - b. Oversee the development of the databases – identifying, prioritizing, and implementing functionality improvement to improve the usability and effectiveness of both systems for staff and clients, coordinating with IT contractors when needed to develop solutions and staying within deadlines and budget.
 - c. Coordinate and implement annual changes to layouts, forms, and the client facing WebDirect portal used by MCS.
 - d. Provide day-to-day troubleshooting support for staff and clients including timely resolution of usability issues, both internally and externally; escalate issues to IT contractors as needed for resolution.
 - e. Build & deliver trainings for staff and clients to ensure they understand how to use the systems in their work
 - f. Maintain database documentation and protocols
 - g. Create standard reports and dashboards, and support users with report creation for use internally and externally (annual report, public policy, fundraising, MCS constituent outreach, etc.)
 - h. Perform mass data uploads and mass data cleaning
 - i. Implement and ensure that integrations between the databases and other systems at MOFGA are as efficient and functional as possible in an effort to minimize manual and redundant data capture (for example, API or similar automation options), including the integration of the databases with the MOFGA and MCS websites and the data connections with NOP's Organic Integrity Database
 - j. Ongoingly identify opportunities to improve and bring more teams into using existing systems versus adopting new systems

- k. Manage relationships and contracts with both database providers and external IT contractors who provide technical support and development
 - l. Support MCS's exploration of selling its ODAS database to other certification organizations
- 2. Create, maintain, implement, coordinate, and train staff and volunteers on an integrated ticketing system for the CGCF, both hardware and software, and facilitate data capture to engage fairgoers in MOFGA's year round work
- 3. Support teams in their use of other event management and data platforms such as Festival Pro, Action Network, and VOMO by providing advice and technical guidance as requested and as capacity allows.
- 4. Participate in MOFGA's Common Ground Country Fair as needed, in-person

MOFGA's success is dependent upon the collaborative spirit among its staff members and volunteers. Employees are expected to be ready and willing to assist colleagues in all program areas when directed to do so by their supervisors. This includes having all staff work at the Common Ground Country Fair.

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The Maine Organic Farmers and Gardeners Association (MOFGA) is a broad-based community that supports farmers, empowers people to feed their communities, and advocates for an organic future. Our vision is a future where local organic farming nourishes all people, and sustains thriving ecosystems, healthy communities, and fair economies. MOFGA is committed to creating an inclusive and sustainable workplace that reflects this mission. MOFGA is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender, marital status, sexual orientation, disability, veteran status, political orientation, or any other characteristic protected by federal, state, or local law. We strongly encourage BIPOC (Black, Indigenous, and People of Color) and LGBTQ+ individuals, as well as veterans to apply.

To Apply: Please submit a cover letter and resume to Angela Haiss at ahaiss@mofga.org. We will begin reviewing applications on June 23rd on a rolling basis, and candidates are encouraged to apply as soon as possible. Applications will remain open until the position is filled.