

## **Position Opening Data Manager**

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Community Weatherization Partners, LLC (CWP), an entity formed by the Local Initiatives Support Corporation (LISC) and Enterprise Community Partners, seeks a professional to fill the position of Data Manager.

New York State Division of Housing and Community Renewal (DHCR) has awarded LISC and Enterprise, through CWP, a \$15 million contract as a temporary subgrantee to weatherize over 2,100 units of low-income multifamily housing throughout New York City. LISC and Enterprise have partnered with NYC Department of Housing Preservation and Development (HPD) to implement our program.

The Data Manager will be managed by the Weatherization Director. The Data Manager will be an employee of LISC. This is an 18-month position under the DHCR contract, funded by American Recovery and Reinvestment Act stimulus funds. The term of employment is for the length of the contract.

### **Responsibilities:**

- Collect and manage WAP data electronically, including but not limited to use of the DHCR Weatherization Data Collection and Reporting Database.
- Prepare monthly data reports on program and production activity.
- Maintain files on all WAP activities from building intake through construction completion in audit ready condition.
- Maintain documentation in contract files of the procurement process for all parties engaged to do work under this contract.
- Coordinate closely with Program and Production Coordinators from both LISC and Enterprise on data completion/compilation.
- Coordinate with a Davis Bacon consultant to assemble documentation/monitor adherence to Davis Bacon wage requirements.
- Coordinate information/documentation for all auditing/evaluation agencies including but not limited to DHCR and the Department of Energy; and, in concert with the Director, respond to their inquiries.
- Attend DHCR-sponsored trainings as directed.
- Participate in DHCR Field visits, which includes:
  - Prepare client files for review
  - Ensure accuracy of database information
  - Complete Building Cost/Performance Report
  - Record all information from field visit compiled on Field Visit Report in Database, completed for every field visit.

### **Qualifications**

- Positive, solution-oriented, self-starter with a minimum of three years of related professional experience required.

- Solid knowledge of federal government contract regulations (including federal OMB Circulars) State and/or City contracts - knowledge of ARRA requirements a plus;
- Experience in administering weatherization programs preferred.
- Exceptional organizational skills and attention to detail required.
- Strong analytic skills and experience, especially in grants administration, preferred.
- Strong project management experience/skills a must.
- Ability to collaborate effectively with a wide range of public and nonprofit partners – and good interpersonal skills are necessary.
- Capacity to simultaneously work on multiple tasks and projects, and set priorities for a challenging workload.
- Ability to work independently and effectively with a team.
- Strong computer skills in Microsoft Office Suite and online and library research;
- Bachelor's Degree in related field.

**Please send cover letter and resume via e-mail to:**

**CWP, LLC  
resumes@lisc.org**

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INCLUSION.**