



**INSPIRED LEADERS  
SHAPING CITIES**

INTERNATIONAL DOWNTOWN ASSOCIATION  
1275 K STREET NW, SUITE 1000  
WASHINGTON, DC 20005  
202.393.6801 | DOWNTOWN.ORG

## International Downtown Association

JOB TITLE: Data Manager  
LOCATION: Washington, DC  
REPORTS TO: Director of Membership & Marketing  
POSITION STATUS: Full-Time Exempt  
PREPARED BY: Allison Shashok  
APPROVED BY: David Downey  
DATE OF REVISION: 12/21/2021

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### BASIC FUNCTION SUMMARY:

The Data Manager is responsible for advancing performance of all data systems with a primary focus on the association management system (AMS), Impexium, and other integrated systems and software. This position serves as general network systems support for routine day to day activities, responds to membership database requests and conducts other duties as assigned.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

- Designing, developing and modifying data infrastructure to accelerate the processes of data analysis and reporting.
- Maintaining data management plans and instructions for operating complex business systems.
- Developing and implementing standards of operation for handling and archiving data.
- Overseeing the integration of new technologies and initiatives into data standards and structures.
- Developing database queries, dashboards and reports to ensure the integrity of the association database.
- Evaluating the design, selection and implementation of database changes by comparing them with business requirements and design documents.
- Assessing system performance and making recommendations for hardware, software and data storage improvements.
- Conducting interviews with staff to aid in problem definition, feasibility studies and analysis of systems.
- Ensuring data and information security by integrating and upholding digital security systems.
- Reporting any inconsistencies with database management and member experiences by performing regularly scheduled review of IDA's processes to ensure they reflect the needs of users and enhances member experience.
- Reviewing presentations, manuscripts, graphs and tables to ensure accuracy and quality of data.

### QUALIFICATIONS:

- Must be familiar with database design and systems, database technology and logical data analysis.
- Ability to analyze, interpret, and organize large amounts of data.

- Excellent communication skills to translate complex problems using non-technical terms.
- In-depth understanding of modern database and information technologies.
- Excellent math, problem-solving, and analytical skills.
- Excellent time management skills and the ability to work towards meeting multiple deadlines simultaneously.
- Ability to compile and organize findings and data retrieved before presenting to management.
- Thorough understanding of management and data administration duties such as collection, analysis and distribution.
- Knowledge of customer relationship management (CRM) systems, association management software (AMS) (Impexium a plus) and SharePoint.

EDUCATION: Bachelor's degree in computer science, computer engineering, or a related field. Candidates with a bachelor's degree in mathematics, statistics, or another science-related field welcomed. Additional training or experience in SQL database, Python and other data management applications a plus.

WORK LOCATION: IDA's office is located in downtown Washington, DC. We offer a hybrid work model with flexibility for work-from-home.

TRAVEL: 5-15%

SUPERVISORY RESPONSIBILITIES: N/A

INTERNAL RELATIONSHIPS: Must be able to work with all staff as necessary, in a highly interdependent environment. Work interfaces with accounting, membership, professional development, events, sponsorship, and research departments.

EXTERNAL RELATIONSHIPS: IDA Committees, members, staff of urban place management organizations, industry partners, contractors, and AMS service provider (Impexium).

SALARY: \$55,000-\$65,000 per year and comprehensive benefits package.

COVID-19 PRECAUTIONS: IDA employees are required to be fully vaccinated or obtain a formal religious or medical exemption. In office health protocols for employees with exemptions include regular testing and wearing of a qualified mask as determined by IDA.

BENEFITS:

- Health insurance
- Dental insurance
- Vision insurance
- Retirement plan
- Paid time off
- Flexible schedule
- Parental leave
- Professional development assistance

To be considered for this position, please email a copy of your resume, a cover letter, and salary history to: [allison@downtown.org](mailto:allison@downtown.org).

**ABOUT IDA:**

The International Downtown Association (IDA) is the premier organization for urban place professionals who are shaping and activating dynamic city center districts. Our members are downtown champions who bring urban centers to life, bridging the gap between the public and private sectors. We represent an industry of more than 2,500 place management organizations, employing 100,000 people throughout North America and growing rapidly around the world. Founded in 1954, IDA is a resource center for ideas and innovative best practices in urban place management.