



ALL ALASKA  
PEDIATRIC  
PARTNERSHIP

## All Alaska Pediatric Partnership Data Program Manager

**Principal Responsibilities:** The Data Program Manager (DPM) will oversee All Alaska Pediatric Partnership's Data Program. The DPM will work with A2P2 leadership and program leads to develop and elevate A2P2's leadership role as a data-driven, trusted source of information. This includes oversight of internal data collection and analysis; designing and implementing CQI and evaluation processes; working with leadership to strategically use external data in support of reporting, programmatic initiatives and other agency-wide special projects; and conveying A2P2's mission, vision and impact to stakeholders and policy makers.

### POSITION DETAILS

**Reports to:** Director of Programs

**Supports:** Executive Director, Director of Programs, Director of Administration & Finance, Help Me Grow Alaska (HMG-AK) Program Manager, Communications Lead and Partnerships Lead

**Supervises:** Data Coordinator

**Location:** Anchorage office (Hybrid)

**FLSA Classification:** Exempt; Salary, Full-Time

**Compensation:** \$80,000 – \$100,000 annually

**Benefits:** Competitive benefits program includes: Medical, Dental, Vision, HSA, Life and AD&D Insurance, generous PTO plan and 11 paid holidays, 403(b) retirement plan and employee assistance program.

**Closing Date:** Open until filled. First review of applications on March 23, 2026. **Only applications with both a resume and cover letter will be reviewed.**

### RESPONSIBILITIES

#### Data Focused Responsibilities:

1. Oversee A2P2's data functions across all program areas, including collaboration with A2P2 Program Managers and Leads to ensure data collected effectively communicates outcome-level information and the overall impact and meaning of A2P2's work.
2. Supervise the Data Coordinator and support their independent execution and coordination of the Data Program activities.
3. Develop processes to support the collection, maintenance and delivery of high-quality data across A2P2's programs, including working with the Data Coordinator on corresponding documentation, ensuring processes are implemented consistently across A2P2's programs. This includes creation and maintenance of a data dictionary, standardized CQI and quarterly data cleaning processes, standardized report usage and consistent adherence to program-specific reporting requirements.
4. Identify and develop appropriate data visualization tools and support organizational outreach and advocacy activities by integrating data into A2P2's communications and storytelling.
5. Oversee the creation of reports, scans and white papers on topics important to pediatric health in Alaska through collaboration with A2P2 staff, external partners and contractors to increase understanding of key issues, advocate for improvements and further the organization's mission through data and education.

6. Perform internal program and organizational evaluation and oversee collaborations with external evaluators, working with them to formulate evaluation questions, gather data sets, interpret results and develop/revise data collection processes to support the implementation of recommendations.
7. Oversee external technology vendors to optimize database systems for use by A2P2, including planned and emergent changes to the Salesforce database.
8. Create and distribute accessible data reports, dashboards and other data requests in the format, and at the level and detail required by internal and external stakeholders.
9. Use software applications, such as Microsoft Word, Excel spreadsheets, relational databases, and graphic packages to assemble, manipulate and/or format data and reports, including data visualization and interpretation.

## ORGANIZATIONAL STANDARDS

1. We are guided by our mission: Transform systems of care and increase equitable access to health care and related services to ensure all Alaska’s children reach their full potential.
2. Our mission can be fulfilled only through successful partnership with communities and service providers statewide. We are individually responsible for supporting these collaborative and cooperative relationships.
3. We value systems and procedures and understand the importance of utilizing current procedures consistently so they may be accurately evaluated and continually improved.
4. We are continually improving, seeking innovative ways to achieve our purpose while understanding that the best evolution of systems and processes is iterative and based on data and experience.
5. We are data driven; capturing information, tracking activities, reporting and analyzing data are regular recurring activities.
6. We are Alaska focused – fulfilling our purpose is a statewide effort with a sense of community “close to home.”
7. All client materials and information will be held as *strictly confidential* and will be appropriately secured.
8. Employees are encouraged to recommend ideas for the vision of the organization, innovations and improvements within their department and position that are consistent with our core purpose.

## EDUCATION AND EXPERIENCE:

- Master’s or bachelor’s degree in public health, Data Analytics, Education, Public Policy, Social Work, Public Administration, Health Care Administration, Business, Social Sciences, Communications, or other relevant fields.
- A minimum of five years’ experience in public health, data analysis or coordination, public policy, communications, and/or program coordination, preferably in a health, social services or policy related field.
- Proficient in Microsoft Office applications (including Excel), CRM systems and data visualization with the demonstrated ability to learn new software applications.

## PREFERRED BUT NOT REQUIRED:

We recognize an ideal candidate may not possess all the experience and knowledge listed in this description. The following are areas in which experience is preferred but not required:

- Experience working with diverse communities and demonstrated competency working towards equity and inclusion.

- Experience and working knowledge of Salesforce or similar CRMs.
- Understanding of pediatric health and protective factors.
- Understanding of Alaska’s landscape of services for children and their families.

## SKILLS, KNOWLEDGE AND ABILITIES

- Strong motivation and initiation skills and ability to work both independently and as part of a team.
- Excellent communication and interpersonal skills, both written and verbal, and the ability to effectively present information and respond to questions from all levels and sources.
- Ability to work with diverse groups of individuals across sectors to effectively share the organization’s messaging.
- Strong organizational skills.
- Analytical and problem-solving abilities, including working with large and complex data sets.
- Demonstrated personal and interpersonal qualities that support the mission and core values of the organization.
- Ability to use computer programs and data systems to accomplish tasks, manage schedules, and organize multiple and complex program components.

## NOTES

Travel: Travel in and out of state may be required. Some travel to rural locations may occur in small aircraft.

Nature of Employment: Any description of work is a picture of the major responsibilities of a position at a given point in time. Jobs are dynamic and assignments/priorities may change. The primary purpose of this description is to outline and communicate key tasks and expectations for the position. This description does not imply or create a contractual relationship. All Alaska Pediatric Partnership is an at-will employer.

Equal Opportunity: The All Alaska Pediatric Partnership is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, disability, sex, marital status, changes in marital status, pregnancy or parenthood.

## HOW TO APPLY

**Qualified applicants may send both a cover letter and resume to [employment@a2p2.org](mailto:employment@a2p2.org). The position is open until filled; first review of applications will take place on March 23, 2026. Applications submitted without an originally written cover letter will not be considered.**