



Job Description

Data Management and Programs Associate

Gradian Health Systems seeks a Data Management and Programs Associate to support ongoing monitoring, evaluation, and program management. Reporting to the Manager of Training and Evaluation, this position will help Gradian more effectively measure and assess our work in and across our markets and programs, leverage insights to improve operational performance and strategy, and support the implementation and tracking of programs across the organization.

This position seeks to blend several skill areas to meet the needs of our fast-growing global business, including leveraging data insights to improve operations; guiding the implementation of monitoring and evaluation systems; and supporting project management for specific grant-funded initiatives. This position will play an instrumental role in building and managing an informatics system that addresses the key steps of data collection, organization, storage, analysis, and retrieval. We're interested in candidates with real-world experience, who are passionate about using data and evidence-based insights to advance Gradian's mission of developing, distributing, and sustaining world-class medical equipment and training health care providers in resource-constrained healthcare settings. The Data Management and Programs Associate will be based in New York, with the potential for relocation to Nairobi or Dar es Salaam. This position will report to our Manager of Training and Evaluation and will work closely with the communications and grants teams.

Responsibilities

Data Systems and Information Management

Support the Manager of Training and Evaluation to:

- Develop quantitative and qualitative methodological frameworks for measuring social impact across a number of indicators/metrics
- Identify and refine metrics that support measurement of Gradian's operational activities and associated social impacts
- Create continuous analytical framework and build an indicator library to house Gradian's in-house information architecture across the measurement-analysis-communication spectrum
- Harmonize measurement tools for collecting key operational and social impact data
- Manage dashboards for visually representing key operational and social impact data
- Oversee processes for ensuring accuracy and consistency of data warehoused internally
- Work with the Training and Evaluation Manager and Chief Operating Officer to design and improve data management architecture across various digital platforms
- Integrate data collection and information management into standard business operations

Project Management and Operational Support

- Train, support, and manage in-country data collection teams
- Build and maintain relationships with key in-country and international partners who support data collection
- Work with Market Strategy Associate and Manager of Training and Evaluation to identify and support ongoing project management needs for grant-funded initiatives
- Assist with tracking and reporting for program activities

Communications and Grant Reporting

- Collaborate with Market Strategy Associate to create and maintain grant reporting calendar
- Generate reports for grants, board presentations, and specific projects
- Present insights from operational data assessments on a routine basis to the Gradian team
- Work with Communications Manager to synthesize insights on social impact findings and extract compelling narratives to demonstrate impact



Qualifications

Eligibility Requirements

- Bachelor's degree or higher
- 3+ years of relevant work experience
- English fluency
- Unrestricted ability to work in the US

Experience & Skills

- Experience with project management and/or program design and implementation
- Knowledge of evaluation methodologies and practical experience applying them in the real world
- Background in research design and report writing
- Familiarity with the grant-making process and grant reporting
- Strong quantitative and qualitative analytical capabilities, with ability to manage large datasets
- Highly proficient in Microsoft Excel
- Resourceful, self-starter who is detail-oriented and thorough
- Ability to independently manage multiple projects at once
- Strong interpersonal skills with a good sense of humor
- *Preferred (not required):* Competency in French and/or Swahili
- *Preferred (not required):* Experience working in sub-Saharan Africa
- *Preferred (not required):* Background in global health and/or health care industry
- *Preferred (not required):* Ability to travel abroad to sub-Saharan Africa, Southeast Asia, and Latin America
- *Preferred (not required):* Experience with customer relationship management software (e.g., Salesforce) and qualitative data software (e.g., ATLAS.ti)

To apply for this position, please send your resume and cover letter to jobs@gradianhealth.org with "Data Management and Programs Associate" in the subject line and indicate how you heard about this position in the body of your email.

Gradian Health Systems

Gradian Health Systems is a nonprofit medical technology company that works to transform the impact of medical equipment in low-resource hospitals around the world. With a business model that blends sales and grant revenue to sustain our mission, we distribute world-class medical devices and provide local, hands-on training and customer support to minimize downtime and maximize impact. Gradian works in partnership with governments, distributors, universities, hospitals, and NGOs to build capacity in anesthesia, critical care, and biomedical engineering alongside the introduction of its products. Gradian's products, including the Universal Anaesthesia Machine and the Gradian CCV (Comprehensive Care Ventilator), are in 700+ health facilities worldwide.