



SCOPE OF WORK

Data Administrator and Reporting Consultant

Location: Long Island City (Queens), New York

BACKGROUND

The Medical Donations Program is CMMB's largest and most far-reaching program. During FY 2022, a wide range of "gifts in-kind" (GIK) pharmaceutical products and medical supplies were donated by pharmaceutical and medical supply partners and distributed from our 33,000 square foot Distribution Center to CMMB's vetted and approved donation recipients (donees) to increase access to healthcare and to strengthen health systems in low-resource countries. CMMB medical donations are distributed free of charge through CMMB's extensive network of partners for use by health facilities and medical practitioners serving patients throughout the developing world, without discrimination based on gender, faith, ethnicity, etc. Our product donations are managed utilizing the HighJump Edge Warehouse Management System.

PURPOSE

The purpose of this consultancy is to advance the department's strategy, warehouse management system optimization, data-driven decision making, inventory management, reporting and communications. The consultant will be responsible for leading the meticulous organization and optimization of our database using HighJump, ensuring data integrity and troubleshooting issues. They'll handle the Warehouse Management System and data management while supporting program compliance, including financial and donor report creation and generation. They will be adept at utilizing top tier data management systems, SQL, SSRS reporting and other tools to monitor, manage, update and enhance database systems. This role supports the department's work including program management, business development, procurement, finance, IT and communications.

KEY DELIVERABLES

1. Database Management
 - Meticulously organize and optimize organizational database using HighJump system.
 - Collaborate seamlessly with cross-functional team to ensure data integrity, security, and optimal performance.
 - Troubleshoot and resolve any issues related to data flow and integration.
2. Data Field Administration
 - Based on team needs, add or remove data field in HighJump.
 - Implement and maintain data quality standards, ensuring accuracy and consistency.
3. Ad hoc reporting
 - Respond promptly to requests by creating ad hoc reporting, displaying a strong ability to extract relevant insights from the database.
 - Collaborate with the end-users to understand specific reporting needs and deliver customized solutions.
4. Finance reporting
 - Leverage experience in finance reporting to contribute valuable insights and accurate financial data representation.



- Work closely with finance teams to understand reporting requirements and ensure compliance with industry standards.
5. Data visualization
 - Transform complex data into understandable and actionable visuals using visualization tool i.e., Power BI or Tableau, etc.
 - Collaborate with cross-functional teams to develop interactive dashboards and reports for effective decision-making.
 6. Knowledge Management
 - Create SOPs as well as User manuals and other training documents to support knowledge sharing with internal and external partners.

TIMEFRAME

18 months with possible extension

MINIMUM QUALIFICATIONS

- Must have strong data warehousing and business analytics experience.
- Experience in development for warehouse operations, specifically (within the HighJump WMS, a plus)
- Strong SQL skills, including the ability to write complex SQL queries in both MS Access and SQL ANSI-92.
- 4+ years' current & continuous experience with Microsoft SQL Server Reporting Services (SSRS)
- ETL (Import & Export) using SSIS, MS Access, SQL
- Experience creating reports in SSRS, Tableau, BI Publisher or other reporting tool
- Expertise in Office Automation utilizing MS Access, Outlook, Excel, Word and VBA
- Relevant Microsoft Office, Database, Excel (Pivot tables, vlookups, etc.), RedBook/Inventory valuation knowledge
- Bachelor's degree (B. A.) from four-year college or university; (or 4 years of related combination of education/certification and experience may be considered)

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