



ADMINISTRATIVE & DATA MANAGER

Keep our mission running smoothly—ensure accuracy, accountability, and effective operations that support those living with epilepsy.

The Administrative & Data Manager is a central member of the team, responsible for managing the agency's data, reporting, billing, and administrative functions. This role ensures that performance, financial, and compliance obligations are met with accuracy and timeliness, while also supporting internal operations and leadership functions. The position requires strong analytical skills, professional maturity, and the ability to translate data into actionable insights for staff, leadership, and funders.

The Administrative & Data Manager serves as a hub of coordination across programs, ensuring that services and reporting remain consistent, accountable, and aligned with organizational goals. Success in this role requires attention to detail, a solutions-oriented mindset, and the ability to thrive in a small team environment where flexibility, collaboration, and mutual support are essential.

KEY RESPONSIBILITIES

Data & Reporting

- Pull, clean, and analyze data from the client management database (CCM) for monthly, quarterly, and annual reports.
- Compile and verify data from client services and outreach/engagement activities to ensure all deliverables are accurately reflected.
- Monitor performance against contract and grant targets for both direct services and community engagement programs.
- Prepare summaries, charts, and other visuals for internal review and board reports.

Billing & Financial Administration

- Manage billing for physician services, ensuring accuracy of invoices and timely payment processing; and for client support programs.
- Maintain organized financial records to support audits and compliance reviews.

Contract Compliance & Documentation

- Maintain comprehensive documentation of program and administrative activities to meet contract requirements.
- Coordinate with Care Managers and the Health Educator & Outreach Manager to resolve data discrepancies and ensure reporting deadlines are met.

- Provide supporting data for grant reports, audits, and other compliance requests.

Administrative Oversight & Executive Director Support

- Manage assigned administrative projects to strengthen agency operations and organizational efficiency.
- Maintain filing systems, vendor records, and key organizational documents.
- Support the Executive Director with planning and execution of agency initiatives, providing administrative, data, and compliance expertise to strengthen leadership, management, and governance functions.

QUALIFICATIONS

- Bachelor's degree in business administration, data analytics, public administration, or related field required; equivalent experience may be considered.
- Minimum of three years' experience in program or organizational administration, contract compliance, or data analysis.
- Proficiency in data management systems, Microsoft Excel (pivot tables, formulas), and Microsoft Office Suite.
- Strong mathematical and analytical skills with the ability to interpret and present data clearly and creatively.
- Detail-oriented, organized, and able to meet multiple deadlines.
- Excellent interpersonal skills and ability to work collaboratively across departments.
- Valid Florida driver's license and reliable transportation for occasional travel within the service area.

BENEFITS AND WORK ENVIRONMENT

- Flexible scheduling within a supportive, mission-driven organization.
- 12 days of paid time off (PTO) annually for full-time employees (40 hours/week).
- More than 12 paid holidays annually.
- Based on-site in Tallahassee, with occasional travel required within the service area.
- Frequent interaction with internal staff, occasional contact with clients and external partners for data clarification or billing follow-up.
- Work requires ability to sit for extended periods, use computer systems for data entry and analysis, and manage multiple priorities in a busy office environment.

HOW TO APPLY

To apply, please submit a resume and a cover letter to jobs@eabb.org. The cover letter is an important part of our review process, as it allows us to learn more about your interest in the role and to see how you present information in a professional format.

- **Application deadline: September 15, 2025**
- **Anticipated start date: October 1, 2025**