



MACI Data & Reporting Manager

Job type: Full Time

Work Schedule: A flexible hybrid schedule with a combination of on-site and at-home work.

Salary range: \$65,000 - \$70,000

Location: Boston, Massachusetts

Apply: hrrecruiting@miracoalition.org

Position Summary

The **Massachusetts Access to Council Initiative (MACI) Data & Reporting Manager** will oversee program-wide data collection, case management reporting, and evaluation, with a particular focus on leveraging Salesforce to meet MACI's reporting requirements. The proposed MACI program is a statewide program designed to expand access to high-quality immigration legal representation for newly arrived and vulnerable immigrant populations. Through a network of community-based legal service providers, MACI will ensure equitable access to justice by providing direct representation, coordinated referrals, training, and legal oversight.

This position is a full time position and reports to the MACI Director.

This position is contingent upon grant funding, and has the possibility of renewal depending on funding.

PRINCIPAL DUTIES & RESPONSIBILITIES:

- Build a centralized intake and referral database in Salesforce, ensuring accuracy and confidentiality.
- Develop dashboards, reports, and data visualizations for ORI and internal stakeholders.
- Support partner organizations in adopting consistent data entry protocols.
- Conduct program evaluation, analyzing outcomes such as case referrals, client demographics, and attorney caseloads.
- Generate monthly, quarterly, and annual reports in compliance with MACI contract requirements.
- Train staff and subcontractors on Salesforce usage and data protocols.

SKILLS AND EXPERIENCE:

- Bachelor's degree in a related field, or an equivalent combination of education and experience is preferred.
- Minimum 3 years' experience in Salesforce database administration and program evaluation.

- Experience working with nonprofit or legal service organizations.
- Strong skills in data analysis, evaluation frameworks, and compliance reporting.
- Ability to train non-technical staff in data entry and quality control.

Salary & Benefits: MIRA offers a competitive salary commensurate with experience, along with a comprehensive benefits package, including health insurance, retirement benefits, paid time off, and professional development opportunities. The annual salary range for this position is \$65,000 - 70,000, depending on experience.

To Apply: To apply, please submit your resume and cover letter to hrrecruiting@miracoalition.org with “Data & Reporting Manager” in the subject line.

People of color and individuals from immigrant backgrounds are strongly encouraged to apply. The MIRA Coalition is an equal opportunity employer. Candidates for employment will be considered without regard to race or ethnicity, gender, age, national origin, marital status, disability, or sexual orientation.

Organization Overview:

Massachusetts Immigrant and Refugee Advocacy Coalition (MIRA) is the largest coalition in New England promoting the rights and inclusion of immigrants and refugees. With offices in Massachusetts and New Hampshire, we advance this mission through education and training, leadership development, institutional organizing, strategic communications, policy analysis and advocacy.

MIRA is a dynamic and multi-ethnic coalition with more than 140 organizational members, including grassroots community organizations; refugee resettlement agencies; providers of social, legal and health services, faith-based organizations and civil and human rights advocates. We organize and empower our members and allies, and together we mobilize immigrant communities to advocate for themselves, and amplify and support their voices. MIRA is a respected leader on immigrant issues at the state and national levels, and an authoritative source of information and policy analysis for policymakers, advocates, immigrant communities and the media.