

# Open Position: Data Manager

## Employer: Minneapolis Area Association of REALTORS®

### Company Description:

The **Minneapolis Area Association of REALTORS® (MAAR)** is a not-for-profit trade association representing the interests of 8,000 REALTORS® in the Twin Cities that are active in all phases of real estate brokerage, development, property management and appraisal. MAAR supports an organized real estate environment and provides local REALTORS® and the broader community with essential market information.

**10K Research & Marketing (10K)** is a for-profit division within MAAR that provides market reporting and technology services to Multiple Listing Services (MLSs), REALTOR® Associations and real estate brokerages across North America.

The **Data Manager** is a full-time position that will be split approximately 10%/90% between MAAR and 10K duties and report directly to the Director of Research.

### Responsibilities:

- Act as a liaison between 10K Clients and 10K Programmers to ensure that our products are delivering exactly what is needed
  - Coordinate the set up of new MLS data sources
  - Communicate needed changes in back-end data processes to 10K Programmers
  - Work with 10K report-production staff to implement changes to client reports
  - Troubleshoot data related problems
  - Data quality control
- Report production during monthly reporting cycle
- Participate in an ongoing collaborative product development and improvement process

### Qualifications:

- Requirements:
  - Bachelor's Degree
  - 2-3 years of work experience
  - Project Management or Product Management experience
- Experience preferred but not required in:
  - MLS data
  - RETS
  - SQL Programming
  - Real estate
- Qualities:
  - Ability to meet deadlines on multiple projects simultaneously
  - Detailed and organized
  - Customer-centric
  - Ability to work closely with non-technical staff to achieve objectives

A competitive salary and benefits package combined with a fun work environment.

Please provide a full resume, letter of interest and anything else you think we need to know about you to the following email address. Please put "Data Management Position" in the header of the email:

[rebeccaw@mplsrealtor.com](mailto:rebeccaw@mplsrealtor.com) (Rebecca Walker)  
Care of: Jeff Allen, Director of Research

**Submissions will be accepted until the end of business on Friday, July 16.**