



JOB DESCRIPTION

Manager, Data and Learning

LOCATION

Lufkin, Texas

REPORTS TO

President & CEO

EMPLOYMENT CLASSIFICATION

Full-Time, Exempt

About TLLTF

The T.L.L. Temple Foundation (TLLTF) is a private family foundation headquartered in Lufkin, Texas. It was established in 1962 by Georgie Temple Munz to honor her father, Thomas Lewis Latané Temple. It was her wish to create a foundation to improve the quality of life for residents of the geographic area wherein the Temple family operated its business enterprises and accumulated its wealth — rural East Texas. TLLTF now works alongside communities to build a thriving rural East Texas and operates with the following Core Values:

Spirit of Generosity: We approach our work with openness, kindness, and the assumption of good intent. We share credit, support one another, and extend trust.

Learning & Continuous Improvement: We stay curious, seek feedback, and turn challenges into opportunities for growth.

Pursuit of Impact: We focus on outcomes that matter, aligning time and resources toward what serves East Texans most in need.

Respect Past, Build Future: We understand and appreciate all that came before us and use forward thinking to continue growing opportunities and impact.

Service Before Self: We operate as a team and seek to act cohesively. Individual contributions lead to team solutions.

Since its inception, the Foundation has invested more than \$630 million, primarily in East Texas. In 2025, the Board of Directors appointed a new President and CEO and for the last year, the Foundation has maintained its core work while simultaneously launching Operating Planning. The organization is at the midpoint of that process, which has yielded shifts. TLLTF is moving closer to our communities by significantly restructuring how we do our work. We recognize that our vast region is dynamic. As we center our work on place, we hope to grow trust, build on the momentum of local communities, and be a stronger catalyst based on the capacity, will, and desires of those we serve. We are building the team needed for a new operating model, including roles such as this one. Among other things, the planning to date has resulted in:

- A new mission statement: “The T.L.L. Temple Foundation works alongside communities to build a thriving rural East Texas.” Based on feedback from stakeholders, we are now explicitly defining “[thriving](#).”
- [Five Core Values](#) inform the expectations and actions of our daily and long-term work. They define how we operate internally and externally and are a framework for those we are seeking to partner with in service to rural East Texas.
- We previously organized our work and program structure by sector (e.g., health, education, human services, etc.). We will now do so through a lens of *place* — geographic areas of Northeast, Deep East, and Southeast (see more [here](#)). This increase in physical presence allows for direct engagement and alignment with our communities.

The shift recognizes something we learned in our process — trust and presence are critical ingredients to implementation and sustainability, particularly in rural settings. Additionally, challenges in our communities are rarely, if ever, confined to a sector. **Read the full Operating Plan Midpoint Update [here](#).**

Position Summary

Reporting to the President and Chief Executive Officer, the Manager, Data and Learning is accountable first and foremost for the effective administration, data integrity, and continuous improvement of the Foundation’s grants management system (GivingData) and ensuring that grantmaking is in compliance with statutory regulations. This hands-on role keeps grantmaking workflows, information, reporting, and related processes accurate, efficient, and dependable for staff, applicants, and grantees. This individual also works directly on administrative functions and initial review support with grantees.

The manager also helps the Foundation use trustworthy grantmaking and operational data to better understand impact, examine results and effectiveness, and share what is being learned. In partnership with leadership and colleagues, the position helps develop a practical framework connecting invested resources, intended outcomes, reported results, and learning questions. This responsibility can grow over time but does not replace the essential management of the grants database.

Expectations

The **Manager, Data and Learning** is responsible for ensuring the Foundation’s grants management system and related data operations are reliable, accurate, secure, legal, and useful to staff and leadership. This role combines hands-on system administration, communicating administrative information with grantees, workflow improvement, data management, reporting, and analytical support to strengthen grantmaking operations and inform organizational decision-making. Working under the direction of the President and CEO, the manager will help build the Foundation’s data, measurement, and organizational learning capabilities over time while maintaining effective day-to-day system operations. Success in this role requires practical problem-solving, calm and sound judgment, attention to data integrity, responsive user support, and a commitment to continuous improvement.

As Manager, Data and Learning, you will be expected to:

- Ensure the effective administration, reliability, and continuous improvement of the Foundation’s grants management system and related data operations.
- Maintain accurate, complete, consistent, secure, and accessible grant records throughout the grantmaking lifecycle and in accordance with regulations governing private foundation grantmaking.

- Support efficient, well-documented grantmaking processes that promote accountability, compliance, sound financial controls, and timely reporting.
- Provide reliable data, reporting, and analysis that help staff, the Board, and leadership understand grant activity, identify trends, monitor progress, prepare for audit, and make informed decisions.
- Strengthen the Foundation's data collection, reporting, and measurement capabilities through practical tools, consistent standards, and a phased approach to organizational learning.
- Deliver responsive, effective support to staff, applicants, and grantees while developing procedures, documentation, and training that promote consistency and reduce reliance on any one individual.
- Identify opportunities to improve systems, workflows, reporting, and operational effectiveness through appropriate technology, automation, and responsible use of AI tools.
- Build the Foundation's capacity to connect grantmaking activities with intended results and meaningful evidence of progress, while recognizing the limitations of available data and the distinction between operational support and independent evaluation.
- Balance emerging data and learning priorities with the reliability and continuity of essential grants management operations.

How You Will Contribute

1. Grants Management System and Data Operations

- Serve as the primary functional administrator and internal subject-matter expert for GivingData, managing system configuration, application and reporting forms, workflows, templates, codes, permissions, scheduled reminders, and user support.
- Maintain the quality, completeness, consistency, security, and usability of grant records from initial inquiry and application through due diligence, decision, agreement, payment tracking, reporting, modification, and closeout.
- Coordinate system-based grantmaking processes, calendars, reporting deadlines, grant dockets, and Board materials; support electronic agreements, documentation, and accurate grant activity records.
- Partner with grantmaking colleagues and Operations to support grant budgets, payment and commitment records, compliance documentation, reconciliations, and data required for audits and tax reporting, while maintaining appropriate review and approval controls.
- Provide responsive support to applicants and grantees regarding system access, applications, reporting requirements, and grant records, coordinating with the appropriate Foundation colleagues on substantive grant decisions.
- Establish and maintain data standards, system documentation, routine quality checks, record-retention practices, staff training, and practical procedures that reduce errors and promote continuity.
- Identify, prioritize, test, and implement improvements to the grants management system and related tools; coordinate with software vendors and technical partners on upgrades, integrations, and specialized development as needed.
- Explore and, when appropriate, implement Foundation-approved AI and automation tools to improve documentation, routine workflows, data checks, and staff support, ensuring appropriate human review and protection of confidential information.

2. Data Analysis, Reporting, and Decision Support

- Develop and maintain accurate, accessible dashboards and reports for staff and the Board covering grant activity, commitments and distributions, geography, strategic priorities, applicant and grantee experience, and reported results.
- Translate grant and operational data into clear analyses that identify patterns, exceptions, progress, and questions for further consideration, making limitations and gaps in the available evidence explicit.
- Work with the President and CEO and relevant colleagues to provide data and recommendations on operational effectiveness, including timeliness, resource use, outputs, outcomes, and, where credible and useful, cost-effectiveness or return-on-investment measures.
- Create repeatable reporting processes, clear visualizations, and concise written summaries that help nontechnical audiences understand what the data shows, what it does not show, and what decisions it may inform.
- Verify the accuracy and reasonableness of AI-assisted analyses and narratives before they are used for reporting or decision-making.
- Collaborate with colleagues to strengthen data collection during grant application and reporting, balancing the Foundation's information needs with a reasonable burden on applicants and grantees.

3. Impact Measurement and Organizational Learning

- Support the President and CEO in developing a practical digital framework that connects grantmaking activities and programs to intended results, indicators, evidence, and priority learning questions; coordinate input from outside specialists when appropriate.
- Help establish consistent but flexible definitions, data fields, taxonomies, and data dictionaries that enable analysis across geographies, priorities, initiatives, and time while preserving meaningful differences among grants.
- Help pilot manageable tools for collecting and interpreting quantitative and qualitative information, including grantee reports, progress measures, narrative lessons, and contextual evidence, without assuming responsibility for independent evaluation.
- Help distinguish activities and outputs from outcomes and longer-term impact; identify what the available evidence suggests about an investment's contribution, where evidence is incomplete, and when financial return on investment cannot credibly capture an investment's value.
- Synthesize findings into practical learning resources, such as issue briefs, dashboards, portfolio snapshots, and staff or Board discussions, highlighting what worked, what did not, for whom, under what conditions, and how future practice might improve.
- Support leadership in establishing and implementing a phased roadmap for the Foundation's data, measurement, and learning capabilities, balancing longer-term development with the need to maintain reliable day-to-day grants management operations.
- Perform other duties as assigned.

What You Will Need

- Desire and ability to get work done in a high expectation, high accountability environment and put significant time and effort into getting things done for our communities.
- Engage in work with enthusiasm and optimism for the outcome of a thriving rural East Texas.

- Enter every day with a lens and actions towards supporting the mission, the people of rural East Texas, and a thriving region.
- Make decisions, support decisions, and look for contributions with the Foundation and community outcome first and foremost, leaving personal ego at the door.
- Demonstrated history of meeting outcomes and examples demonstrating learning and continuous improvement.
- Demonstrated ability to build and sustain effective, credible relationships with a broad range of stakeholders.
- Demonstrated ability to contribute to and lead a positive and healthy work culture.
- Strong written, verbal, interpersonal, and presentation skills.
- Ability to analyze complex information, identify meaningful patterns and opportunities, and translate insights into clear recommendations.
- Demonstrated ability to work independently, exercise sound judgment, and manage multiple priorities.
- Shows up fired up for the work, sees value in the mission above all else, and wakes up every day thinking about what role you and the Foundation can play in serving rural East Texans.
- Demonstrated hands-on experience administering, maintaining, or improving a CRM, enterprise content management system, case-management platform, enterprise application, operational database, or comparable system.
 - Experience must extend beyond routine end-user use and show responsibility for system reliability, configuration, workflow, data integrity, or user support.
- Ability to learn a new platform, understand business processes, resolve problems, document procedures, train users, and improve workflows without losing sight of deadlines and service quality.
- Strong working proficiency with Excel and reporting; ability to organize, clean, validate, reconcile, summarize, and clearly explain information. Advanced statistical methods, programming, and specialized evaluation credentials are not required.
- Experience coordinating detailed, deadline-driven work involving multiple people or departments, with appropriate confidentiality, information security, and operational controls.
- Analytical curiosity and judgment: able to ask useful questions, identify patterns, recognize limits in the available evidence, and translate findings into actionable information.
- Clear written and verbal communication, training, responsiveness, and ability to collaborate with colleagues and external users who have different levels of technical fluency.
- Familiarity with AI-enabled tools or an active willingness to learn and use them responsibly for appropriate administrative, analytical, and learning tasks. Prior professional AI experience is not required; sound verification, judgment, and data-protection practices are essential.
- Commitment to the T.L.L. Temple Foundation's core values and demonstrated ability to put those values into practice in daily decisions and relationships.

Physical Demands

This position is an office-based role. The physical demands described below are representative of those that must be met to successfully perform the essential functions of the position:

- Regularly remain seated and work at a computer for extended periods while performing administrative, research, communication, and documentation responsibilities.

- Ability to carry or transport typical work materials, documents, and equipment weighing up to approximately 20 pounds.
- Ability to communicate effectively in person, by telephone, and through virtual platforms, and to hear and respond appropriately during meetings and conversations.

The T.L.L. Temple Foundation is committed to providing access, equal opportunity, and reasonable accommodations for individuals with disabilities in employment, its programs, and operations. As part of this commitment, TLLTF will ensure that persons with disabilities are provided reasonable accommodations.

Core Competencies

Systems stewardship: Owns reliability, configuration, process improvement, documentation, and user experience for a mission-critical information system.

Analytical judgment: Asks relevant questions, ensures data quality, tests assumptions, and distinguishes meaningful evidence from unsupported claims.

Sound execution: Balances recurring grant-cycle operations and deadlines with intentional, phased improvements and timely follow-through.

Technology adaptability: Learns unfamiliar platforms, considers practical new tools including AI, and applies disciplined human review, confidentiality, and security practices.

How to Apply

To apply, send a one-page cover letter and resume to: hr@tl temple.foundation.

Please use: “Manager, Data and Learning” as the subject line of your email.

Applications will be reviewed on a rolling basis until the position is filled.

Questions about the role may be directed to hr@tl temple.foundation.