The Ultimate

CHIEF DATA OFFICER

Job Description

INTRODUCTION

With data rapidly moving to the center of the universe for most companies, it is highly likely you will hire a Chief Data Officer in the next 12-18 months.

These high-value executives must be technical, innovative, business focused, and very good at relationship building and cross-functional leadership. They should be as comfortable weighing in on data architecture and new engineering practices as they are in discussions with P&L leaders and customers about new data solution products.

They have backgrounds that span computer science, finance, marketing, and general management, and while the role started out reporting to the CIO, an increasing number of data leaders are reporting to COO and CEOs.

The CDO position will continue to evolve, but in the meantime, our Ultimate CDO Job Description will get you started on your journey toward executive leadership in data.

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Conventions used in this document:

✔ A suggestion that applies to the majority of CDO positions.

☐ Consider whether this suggestion applies to your job description. Delete those that do not apply.

✔ _____ Add to the list here, based on specifics of your company, your culture and the goals of the business.

[ ] Bracketed text, for example [company], is a prompt to replace the text with your information.

Italicized text are annotations for the benefit of the template user, meant to be deleted from the final job description.

I. Position Title

The complete title for the position being recruited. For example:

- Senior Vice President and Chief Information Officer (CDO)
- Vice President, Chief Data & Analytics Officer
- Senior Director, Data and Analytics

Note: Our experience as recruiters for this role has been that the talent market is noticeably more responsive when "Analytics" is included in the job title.

II. Location and Travel Requirements

The city where will this CIO be located, or a description of the remote work/hybrid arrangement options, as well as the amount and nature of business travel required. For example:

The CDO will either work from [Company] headquarters in [city], [state], or can work remotely from anywhere so long as they are able to travel to HQ as needed, approximately X times per quarter. They are expected to travel approximately 33% of the time, mostly to our U.S. locations, with international travel expected two or three times per year.

III. About the Company

Provide a brief overview of the company, and a website link. Boilerplate copy from your website may offer a good start, but we recommend tailoring this language to suit your target audience of potential CDO candidates.

Suggested contents for this section

- ✔ *Full name of the company*
- ✔ *Headquarters physical address*
- ✔ *Company logo*
- ✔ *Website address*
- ✔ *Company description*
- ✔ *Mission or values statement*
- ✔ *Notable brands and major milestones*
- ✔ *Annual revenues or a comparable metric*
- ☐ *Total employees*
- ☐ *List of locations*

IV. About the Hiring Manager

In this section provide a short introduction to the executive the CDO will report to.

Suggested contents for this section:

- ✔ *Name*
- ✔ *Full title*
- ✔ *Year they joined the company*
- ☐ *Previous roles at the company, if promoted*
- ✔ *Notable roles before joining the company*
- ✔ *Brief professional bio*
- ☐ *Headshot photograph*

V. Position Summary

This section is the elevator pitch, or the executive summary of the CDO role that by itself provides readers with a basic understanding of the type of technology leader being sought. This should be a relatively short summary, as later sections will provide all of the detail.

What to include in this section:

✔ *One or two key priorities for the role in the context of the company's current strategic objectives.*

✔ *A few of the key qualifications required, such as industry experience or specific leadership attributes.*

☐ *The number of directs reports to the CDO, and total headcount in the IT organization.*

For example:

[Company] is conducting a search for an experienced and highly qualified Chief Data Officer (CDO). Reporting to the Chief Information Officer (CIO), the CDO will define and execute an end-to-end data strategy and roadmap to support the company's strategy, goals, and objectives. The CDO will evolve and govern [Company]'s data strategy, analytics, reporting and platforms to define our information assets, transform data into business value at scale, democratize data by building self-service capabilities, and build a leading data and analytics organization.

VI. Key Responsibilities

This section lists the goals for the CDO and major initiatives they will be responsible for leading.

- ✔ Define a new enterprise data and analytics mandate for the company, gain agreement from the Executive Committee, and drive implementation and full adoption.

- ✔ Develop a multiyear data and analytics strategy to accelerate revenue growth; develop and own the roadmap.

- ✔ Design and implement a data driven operating model across the company

- ✔ Oversee data strategy, data architecture, data governance, reference & master data, data analytics and data product management functions across the enterprise.

- ✔ Lead major strategic, cross-functional initiatives in alignment to [Company]'s Chief Privacy Officer.

- ✔ Develop a data single source of truth, business intelligence, advanced analytical capabilities (ML/AI), process automation (robotics), and multi cloud capabilities across lines of business and corporate functions.

- ✔ Apply analytics to gain actionable insights and drive business and operational decision-making.

- ✔ Evangelize the benefits of leveraging analytics across the organization to accelerate adoption.

- ✔ Build data management capabilities and improve quality and value of critical business data to meet regulatory requirements and drive the growth agenda.

- ✔ Ensure the integrity, security, and confidentiality of both consumer and corporate information.

- ✔ Build relationships with key regulatory and risk counterparts to anticipate and respond to changes in policy.

- ☐ Chair the data governance committee.

- ✔ Build, retain, grow, and lead a high performing multi-disciplinary team.

VII. Skills & Qualifications

This section lists the career experience, technical skills and leadership attributes necessary for a candidate to succeed in the CDO role.

- ✔ An experienced senior leader with a proven track record of data and analytics transformations in complex compliance-intensive data environments.

- ✔ Deep experience in risk management, process optimization, data analytics and visualization, and data science.

- ✔ Ability to build high performing teams within the fields of data governance, data architecture, data science and analytics, as well as business insights.

- ✔ Experience crafting a compelling data strategy and architecture to unlock the value of data assets spread across a complex data ecosystem.

- ✔ Outstanding executive communication skills, connecting the dots between business strategy and outcomes, data strategy and execution.

- ✔ Ability to be analytical, creative, collaborative while driving change, and transforming the most valuable ideas into actionable plans, products, and results.

- ✔ Strong collaborator with experience leading initiatives across, and partnering with, multiple groups and stakeholders.

- ✔ Demonstrated ability to work across product, engineering, and analytics teams to evaluate new ideas, discuss technical concepts, establish priorities and timelines, make tradeoffs, and remove roadblocks.

- ✔ Knowledgeable about data practices (e.g., Operational Data Store, Master Data Management, Data Lakes) and tools (e.g., Tableau, Power BI, Azure, Oracle, Snowflake, Python, R, Incorta).

✔ Extensive experience in the integration of AI and data-driven decision making to drive business transformation and high value returns.

✔ Ability to identify unique and rich data assets, turn them into reusable and commercially successful products and platforms.

✔ Proven change leader in leading companies through digital, data, and AI transformation.

✔ Successful in building data strategy and improving quality and value of critical business data to meet regulatory requirements and drive a growth agenda.

Professional Experience and Education

✔ Bachelor's degree and at least 12 years of experience leading major strategic, cross-functional initiatives within large organizations, OR a High School Diploma/GED and at least 15 years of experience leading major strategic, cross-functional initiatives within large organizations.

✔ Five years of experience planning, developing, and managing departmental expense and capital budgets.

✔ Five years of experience managing people, including hiring, developing, motivating, and directing people as they work.

✔ 10 years of experience with cloud computing technologies, including both public and/or private clouds.

✔ 10 years of experience working in a product-oriented role, where data-driven decisions are standard practice.

☐ 10 years of experience in the machine learning field

☐ Knowledge of CPU/ GPU architecture and CUDA programming.

☐ Knowledge of security and compliance constraints.

☐ Contribution to open-source projects.

☐ Research or academic contributions in the digital, data and/or artificial intelligence community.

☐ Experience as both a startup entrepreneur and working within a large organization.

☐ Technology leadership experience in a global environment.

☐ Career experience in [your industry] or a related industry is preferred/required.

VIII. Why this Opportunity is Compelling

This is your opportunity to sell the company and the role to potential candidates. Ask yourself: Why would a strong data leader, who most likely already has a great job, or competing offers, consider joining your organization? Imagine you have a "rock star" candidate sitting in your office who you think could be your hire – what would you tell her about the position, the company, and your culture to pique their interest? For example:

The CDO at [Company] will

✔ Introduce innovative solutions that will have a major impact on the company and its industry.

✔ Play a critical leadership role in transforming and growing a company that is a leader in its field.

✔ Enjoy a fast-paced, results-oriented culture.

✔ Enjoy an executive level commitment to technology investment.

✔ Be in a highly visible leadership role that impacts every part of the business.

✔ Build and lead a high performing data and analytics organization.

✔ Join a culture of collegiality and respect [or insert 2-3 company values].

✔ _____

✔ _____

IX. Interview Process

- ☐ First interview with HR representative [or executive search partner]

- ☐ Candidate presentation to the hiring committee by [executive search partner].

- ☐ Initial interview by phone (or video conference)

- ☑ First round of interviews with [Company] [via video conference].

- ☑ Second round of interviews [via video conference] or [in person].

- ☑ Background and reference checks.

- ☑ _____

- ☑ Offer and acceptance

- ☐ Drug screen

- ☑ Start

X. Contact Information

Provide contact details for the people on the hiring committee or at your executive search firm whom interested candidates can get in touch with to learn more about the position, and submit their resumes. For example:

Qualified candidates should contact

- ✔ *Name*
- ✔ *Job title*
- ✔ *Company (may be name of executive search partner firm)*
- ✔ *E-mail address*
- ✔ *Office telephone number*
- ☐ *Cell phone number*
- ☐ *Headshot photograph*

Additional Resources

Download an MS Word version of this CDO job description, ready to customize

Podcast: All About the Chief Data Officer Role

Delivering Value Through Data, the complete series by Rich Peters

About Heller Search Associates

Heller Search is an executive search firm specializing in technology leaders including Chief Information Officer (CIO), Chief Digital Officer (CDO), Chief Technology Officer (CTO), Chief Information Security Officer (CISO) and all senior technology positions (VPs and Directors in all areas of IT) nationwide, in all industries.

Our clients include Fortune 500 as well as mid-market companies, higher education, non-profits, small businesses, startups and private equity portfolio companies.

Founded in 2011, Heller Search is a boutique search firm offering a hands-on, high-touch approach. Our team has in-depth expertise in the IT talent market and high levels of candidate engagement through industry events, thought leadership, and publications, including The Heller Report, a weekly dispatch that has become a 'must-read' in the profession.

Heller Search is headquartered outside Boston, with regional offices in Chicago and Detroit.

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