



ABOUT US: Ventures is a Seattle-based nonprofit that empowers aspiring entrepreneurs with limited resources and unlimited potential to improve their lives through small business ownership. We provide access to business training, capital, coaching and hands-on learning opportunities for entrepreneurs. We serve those in our community for whom traditional business development services are out of reach, with a focus on women, people of color, immigrants, and individuals with low income. Our ultimate goal is to support individuals to increase their income potential, achieve long-term financial stability, and provide for their families, and enrich their communities through small business ownership.

WHAT IT'S LIKE TO WORK FOR VENTURES: Ventures strives to provide impactful programs, while maintaining a healthy work-life balance and positive, team-oriented atmosphere. Our core values are Diversity, Integrity, Community, Empowerment, Innovation, and Client Success. Our team typically consists of 10-20 employees, plus a corps of contractors and volunteers, as well as an engaged Board of Directors.

POSITION OVERVIEW: The purpose of this position is to support and enhance programming with strong client data collection, storage, analysis, and communication systems.

RESPONSIBILITIES:

Other duties may be assigned as needed.

Impact and Evaluation (60%)

- **Quantitative Data Collection** - Work with program staff to implement systems for gathering data related to all program activities, including client satisfaction survey and annual long term outcomes survey; lead survey design and development process.



- **Qualitative Data Collection** - Implement systems and carry out gathering qualitative data related to all program activities; including client satisfaction survey and annual long term outcomes survey; lead interview or focus group design and development process.
- **Data Analysis** – Compile, clean, organize, and analyze program data to create useful summaries for staff, board, and funders.
- **Data Communication** – Prepare reports for staff, board, or funders on a regular basis to communicate program successes and challenges; create systems for increasing communication and dissemination of outcomes.
- **Grant Reporting** – Establish systems to track grant deliverables and provide analysis for funder reports and staff.
- **Long-term Evaluation** – Manage the annual longitudinal survey process; leverage online survey tools/forms to collect better data; conduct in person and/or focus groups to gain qualitative data; administer survey or delegate tasks to an intern/volunteer; analyze and communicate findings.

Data Collection Management (20%)

- **Database Management** - Manage client database (Outcome Tracker by VistaShare): data input, design features; liaise with database vendor; train staff on proper use of database.
- **Lead Data Entry** - Take primary responsibility for managing the data entry process for programs and ensure that all data entry is completed by staff.
- **Create Policies** - Develop, improve and upkeep policy and procedure manuals for the logistics of our program.

Grant and Government Contract Support (20%)

- **Grant Report Monitoring**- Maintain master calendar for government grant activity, to include submitted proposals and reporting deadlines, create and maintain current records for all grants and reports.
- **Grant Support** - With supervision of the Director of Development, write and submit grant applications to corporate and foundation partners and/or compile attachments;
- **Grant Reports** - Assist the Associate Director in creating reports for federal, state, county and city contracts, MOUs, application submissions, invoice submissions, funder reports, and contract reviews.
- **Grant Communication** - Track status of each funding contract and act as liaison with Managers on financial status of contracts relating to their program.
- **Grant Tracking** - Develop, build, and maintain an electronic matrix management system for tracking all contracts and compliance requirements.

DESIRED QUALIFICATIONS:

- Written and verbal fluency in English and Spanish highly desired
- Resourcefulness – willingness to go find the answer to a question or problem;
- Ability to work both independently and collaboratively, and to work with a variety of personalities and work styles;
- Ability to function in a complex fast-paced work environment, set appropriate priorities, and deal effectively with numerous simultaneous requirements;
- Excellent organizational skills, with high degree of attention to detail;



- Very strong written communication skills;
- High aptitude for learning new systems and processes;
- Strong problem-solving skills and the ability to come up with innovative and creative solutions or improvements to internal processes;
- Strong computer & technology skills, including MS Office Suite & basic computer maintenance knowledge;
- Experience with client data management or outcome tracking software, experience with Outcome Tracker by VistaShare highly desired;
- Commitment to protecting the reputation and integrity of clients and staff through strict confidentiality; and
- Experience with low income individuals and people from diverse backgrounds preferred.

STAFF-WIDE EXPECTATIONS:

All staff are expected to engage in activities that contribute to the general wellbeing of the organization. Unless specifically stated otherwise, staff should expect to:

- Adhere to and demonstrate the Ventures core values in their work;
- Participate in staff meetings, workgroups and committees, etc.,
- Contribute to the cleanliness and organization of the physical environment;
- Attend and participate in client and volunteer events when practical;
- Support fund development through activities such as attending and bringing guests to events, bringing content expertise to grant writing or donor solicitations, adhering to brand guidelines etc.;
- Exhibit the Ventures core values: integrity, diversity, empowerment, community, innovation, and client-success.

DETAILS:

- Department: Operations and Capital
- FLSA Status: Nonexempt
- Supervisor: Associate Director
- Supervisory Responsibilities: none

PHYSICAL DEMANDS/WORKING CONDITIONS:

The employee must be able to operate a computer and other office equipment, speak and listen on the telephone, and accurately see and interpret columns of numbers.

Compensation Package

- Starting Rate: \$21-\$22.50 per hour, 40 hours per week (\$43,680-\$46,800 per year)
- Medical and Dental Insurance
- Medical Flexible Spending Account
- 403b Retirement Account
- Subsidized ORCA pass
- Annual professional development spending allowance
- 17 paid holidays per year
- 17 to 24 paid vacation days per year (depending upon tenure)
- 12 paid sick days per year
- Work from home Fridays

Logistics

- Schedule: Monday-Friday 9am-5:30pm
- Location: 2100 24th Avenue S., Ste 380, Seattle, WA 98144
- Position open until filled



TO APPLY:

Please submit a resume and cover letter to:

Judy Castaneda, Administrative Coordinator

jcastaneda@venturesnonprofit.org

Applications will be reviewed on a rolling bases or until position is filled. No phone calls please.

Please note - An employment offer will be contingent upon completion of a background check.

This position description generally describes the principle functions of the position and the level of knowledge and skills typically required. It does not constitute an employment agreement between the employer and the employee, and it is subject to change as the needs of the employer and the requirements of the job change.

Ventures is an Equal Opportunity Employer. Applications are considered without regard to race, age, sex, color, creed, religion, disability, national origin, marital status, mental or physical handicap, sexual orientation (heterosexuality, homosexuality, bisexuality and gender expression of identity) or any other classification protected by law.

