POSITION: Data, Evaluation and Impact Specialist

PURPOSE: The purpose of the Data, Evaluation and Impact Specialist position is to support client data collection, data communication, analysis, tracking and reporting of the Ventures program and contract deliverables. The goal of the data program at Ventures is to support and enhance programming to deliver maximum impact through continuous program improvement. This position is responsible for implementing and maintaining a culture of data excellence within the organization. This requires a high level of collaboration with all departments within the organization and ongoing training and coaching on data collection, processes and systems.

RESPONSIBILITIES:

Impact and Evaluation (40%)

- Quantitative Data Collection: Lead the collaboration effort 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 to ensure consistency and quality in data collection methodologies. Provide guidance and training for Programs Team to ensure surveys are collecting relevant, necessary and unbiased. In collaboration with Director of Programs set data response goals on a biannual basis and implement organizational wide monitoring to provide ongoing feedback loop.

- Qualitative Data Collection: Implement systems and carry out the 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. Provide regular data reports on quality of data inputs to staff. Provide timely access to previous program survey data, provide summary and trends information in that data.

- Long-term Evaluation: Manage the annual longitudinal survey process; leverage online survey tools/forms to collect better data; conduct in-person and/or virtual focus groups to gain qualitative data; administer survey or delegate tasks to an intern/volunteer; analyze and communicate findings internally to staff and externally through a published report.

Data Collection and Staff Training (40%)

- Database Management: Manage client database (Outcome Tracker by VistaShare) and client data collection software (QuestionPro): data input, design features; liaise with
database vendor; train staff on the proper use of database and data collection. Ensure that the data collection, data systems and resources are available and operating effectively for staff.

- **Database User Management**: Create queries and reports for regular data questions for staff to access information in real-time.
- **Lead Data Entry**: Take primary responsibility for managing the data entry process for programs and ensure that all data entry is completed by staff. Update Ventures output document (QSN) and provide summary of outputs to staff at least biannually.
- **Data Response Rate Management**: Monitor, communicate and report on data input and response rates. Create method for monitoring data response rate of staff data entry. Quarterly communicate to Director of Programs on data response rates to discuss challenges and successes with data collection and if changes are needed (training, change methods and systems evaluation).
- **Create and Maintain Standard Operating Procedures**: Develop, improve and upkeep policy and procedure manuals for the logistics of Data, Impact and Evaluation program and reviewing standard operating procedures for specific roles and program data entry.
- **Data Quality Management**: Develop and oversee the implementation of data quality (both quantitative and qualitative) measurements activities to ensure accurate, consistent and complete data entry across databases and systems, inform staff of data quality concerns, successes and process for improvement.
- **Database Training**: Train all new staff on databases and best practices for use. Provide written and in-person training. Provide quarterly staff updates on best practices and features of databases, including reports and queries.
- **Design and implement role specific training for staff**: Data collection, data clean up and analytics.
- **Survey Design and Analytics**: Train staff on survey design (including survey software), best practices in interpreting data and reviewing survey analytics.

**Grant and Government Contract Support (20%)**

- **Grant Application Support**: Work closely with the Director of Development, Associate Director and Development Team to provide Data, Evaluation and Impact data to ensure timely submission of funder requests and applications.
- **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.

*Other duties may be assigned as needed.*

**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.
Commitment to Ventures initiatives and work on diversity, equity and inclusion and advocacy.
Support a culture of data excellence through timely data entry and effective utilization of data and technology systems.
Attend and participate in client and volunteer events when practical.
Support fund development through activities such as participating in workgroups and committees, providing support at Ventures events, attending and bringing guests to events, bringing content expertise to grant writing or donor relationships, adhering to brand guidelines etc.
Exhibit the Ventures core values: integrity, diversity, empowerment, community, innovation and client-success.

QUALIFICATIONS:
- Written and verbal fluency in English and Spanish preferred.
- 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.
- Experience with low-income individuals and people from diverse backgrounds preferred.

COMPENSATION AND BENEFITS:
- Starting Salary/Rate: $26.40-$30.80 per hour, 40 hours per week, equivalent of $54,912-$64,064 per year
- Subsidized Medical insurance – 90% of premiums paid for by Ventures, 50% of dependent and/or spouse/domestic partner premiums paid for by Ventures
- Paid Dental Insurance - 100% Ventures paid premiums, 50% of dependent and/or spouse/domestic partner premiums paid for by Ventures
- Flexible Spending Account (Medical and Daycare)
- 403b Retirement Account with 3% employer contribution
- Life and long-term disability insurance
- Subsidized ORCA pass
- Annual professional development & workplace wellness spending allowance
- Generous paid leave, including 17 paid holidays per year; 17 to 22 paid vacation days per year (depending upon tenure); and 12 paid sick days per year
DETAILS:
- Department: Operations
- Tax Class / FSLA Status: 40 hours per week, full benefits, non-exempt
- Supervisor: Interim Executive Director/Associate Director
- Supervisory Responsibilities: None
- Location: 2100 24th Ave. S. Suite 380 Seattle, WA 98144, Ventures office staff are required to be in the office 1-2 days per week.
- An employment offer will be contingent upon completion of a background check.

TO APPLY:
Please send a cover letter highlighting how your qualifications align with this position and your resume to: hiring@venturesnonprofit.org

Application review to start on April 14, 2023, the position will remain open until we find our ideal candidate. The desired start date for this position will be on May 16, 2023. No phone calls please.

EMPLOYMENT ELIGIBILITY:
Applicants for this role will only be considered if they are able to legally work in the United States, where this position is located without visa sponsorship.

Ventures requires all employees be vaccinated with a COVID-19 vaccine. Employees are considered vaccinated two weeks after completing primary vaccination with a COVID-19 vaccine, with, if applicable, at least the minimum recommended interval between doses. All new employees must inform Ventures of their vaccination status within three days of hire date and must be fully vaccinated no later than 45 days after hire date.

BACKGROUND CHECK PROCEDURE:
The offer of this position at Ventures is contingent upon clear results of a thorough background check.

REASONABLE ACCOMMODATIONS:
Reasonable accommodations for applicants with disabilities can be made upon request. To request an accommodation or for further information, please contact us at hiring@venturesnonprofit.org.

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.

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.