



## JOB ANNOUNCEMENT

### DATA MANAGER

Bresee's mission is to battle poverty by empowering youth and families in Los Angeles with the skills, resources, and relationships to thrive. We serve a densely populated mostly immigrant Los Angeles neighborhood where youth and their families face multiple systemic and individual barriers to achieving success. Bresee strives to create an exciting, challenging, and rewarding work environment that allows our employees to flourish. We value integrity, community, resilience, life-long learning, and compassion.

**SUMMARY:** Reporting to the Associate Executive Director, the Data Manager will work with Bresee's Program Directors & Development staff to help collect, analyze, and report out program outcomes from across the organization. The Data Manager will utilize multiple methods to collect data including: 1) overseeing Bresee's internal Trax client database system 2) gathering constituent feedback 3) collecting and developing qualitative client narratives, and 4) researching external sources. The Data Manager will use this collected data to create, tailor, and deliver reports in order to illustrate Bresee's impact in the community, to help keep our staff accountable towards meeting program goals, and to inform future program practice.

#### **ESSENTIAL JOB ACTIVITIES AND RESPONSIBILITIES:**

##### Database Management & Reporting

- Oversee accurate data management in Bresee's internal Trax client database – including data entry, client enrollment, attendance tracking, outcomes tracking, program completion, and the generation of reports.
- Collaborate with the Associate Executive Director, and Development department, on tracking and capturing program deliverables for all Foundation reports and Bresee's Annual Impact Report.
- Provide staff training on the Trax database, oversee modifications in user accounts - onboarding and offboarding, and work on any data entry errors that need to be fixed.
- Ability to pull data & reports from the additional databases Bresee utilizes to track clients in conjunction with our government partners including ETO and BitFocus.

##### Constituent Feedback

- Create and implement pre & post client surveys in order to understand client needs, gauge clients improvement over time, and measure client satisfaction with Bresee's programs.
- Gather constituent feedback via conducting in-person client focus groups to capture the voice of the community.
- Collect and transfer data (i.e. surveys, feedback responses, etc.) into electronic formats and generate summary reports.
- Create analysis report of survey results and report back to program teams
- Closed-loop feedback (i.e. one-page flyer indicating result of constituent feedback)

##### Qualitative Feedback

- Conduct individual interviews with clients and families and capture personal narratives which represent the impact of Bresee's programs.
- Conduct participant observation in workshops and classrooms where programs and services are taking place to assess quality of programming, group management, and client engagement.

#### External Research & Partnerships

- Researching external sources such as Census tract data to understand changing neighborhood demographics and needs and draft summary reports with findings.
- Ability to partner with external education institutions, community partners, and government agencies looking to gather client data from Bresee's constituents.

#### Miscellaneous

- Be willing to work with Bresee's Operations department to help refine data collection for staff such as staff surveys.
- Be willing to work with Bresee's Development department to help refine data collection and reporting processes using Bresee's Bloomerang donor database.

#### **EDUCATION/EXPERIENCE/QUALIFICATIONS:**

- Hold a Bachelor's degree with prior experience working with program data
- Bilingual in Spanish, proficient in speaking, writing, and reading is a plus
- Prior experience working with data management systems and Excel – prior experience with Trax, ETO, or Bitfocus is a plus
- Must feel comfortable in using interpersonal skills and responsible communication skills to develop positive rapport with staff, participants, and community partners
- Must adopt a strengths-based approach to improve the lives of low income, underrepresented communities
- Must demonstrate professionalism in communication, teamwork, technical skills and be comfortable working with data
- Must submit to and successfully pass a criminal history background check.

**FLSA STATUS:** Exempt. Regular. Full-time.

**COMPENSATION:** \$62,500-67,500/yearly

**WORKING LOCATION:** Location is based on a percentage of where work time is spent. In office 95%, out of office 5%. Indoors 95%, outdoors 5%.

**BENEFITS:** Benefits include medical and dental coverage; vacation, holiday, and sick pay; group life insurance and 401k type pension plan. Bresee provides generous PTO days that include paid holidays, one-week Christmas holidays, vacation, sick pay, paid birthday holidays, and much more.

**TO APPLY:** Submit a cover letter, resume, and writing sample (not to exceed 1 page) to [jobs@bresee.org](mailto:jobs@bresee.org) with the Subject Line: Data Manager.