



WATCH CDC Job Posting 11/15/2021 Data and Outcomes Manager

WATCH is a nonprofit organization whose mission is to work towards a more just community in the Waltham area by promoting affordable housing, providing adult education and leadership development, and empowering underrepresented residents through civic engagement. More information at watchcdc.org

Job Responsibilities: WATCH CDC is looking for a Data and Outcomes Manager to manage, analyze and create reports for data related to key programs and activities: Adult Education, Job and Financial Planning Clinic, Housing and Basic Needs Clinic, Community Organizing, and Development.

Specific Job Tasks include:

- Confirm that all actions taken with Housing Clinic clients are captured on Intake Forms. Review forms and ensure they are complete.
- Run quarterly reports in Salesforce on numbers of persons served, types of services, and outcomes.
- Prepare reports on outcomes for key community programs.
- Oversee transition and consolidation of client data from Excel/ Google sheets into our Salesforce data base.
- Create monthly spreadsheets of who is eligible for rental assistance recertifications and maintain a system for staff tracking responses.
- Interface with the data management consultant(s) to meet goals of data clean up, systems integration, systems updates, and coordination with agency partners for multi-year grants.
- Regularly track clinic outcomes and create a system to provide lists of those who need follow up services.
- Track students and families who are at risk of homelessness, or are living in overcrowded conditions, who receive services from WATCH and have families in the public school system. Create bi-annual reports.
- Meet with selected WATCH staff an outside evaluator to ensure that WATCH Is tracking the agreed upon outcomes for a major multi-year grant.
- Assist all program departments in developing progress benchmarks and data outcomes.
- Develop systems for tracking progress on key benchmarks.
- Prepare reports on progress toward outcomes for all programs quarterly, and as needed for grant reports.
- Perform a retention analysis of WATCH donors following spring and fall fund drives.
- Implement recommendations of tech consultant
- Ensure staff and interns are following proper data security protocols.

Qualified applicants will have:

- Experience in data management and analysis.
- Familiarity with Salesforce online database.
- Interest in the mission and work of WATCH and experience in a non-profit setting.
- Ability to collaborate with program staff across departments.
- Attention to detail and ability to develop systems to capture outcomes.

Salary/Benefits:

- This is a full-time position with benefits.
- Paid vacation starting at three weeks a year, plus paid time off between Christmas and New Year.
- Individual health & dental insurance paid at 80% or reimbursed.
- Paid sick time.
- Employer contribution to 403b of at least 3% of salary per year.
- 12 paid holidays and flexible scheduling.

The starting salary for this position is \$52,000/year. Position is currently remote but will transition to in-person in early 2022 in Waltham and Newton, Mass.

To apply: Please send a resume and thoughtful cover letter to Daria Gere at daria@watchcdc.org with "Job Application: Data and Outcomes Manager" in the subject line. Applications will be reviewed on a rolling basis until position is filled.

WATCH CDC 24 Crescent Street, Suite 201, Waltham, MA 02453