

Data and Evaluation Manager

- < For more information about CSB visit www.csb.org
- < Submit cover letter and resume to: hr@csb.org

Title of Position: Data and Evaluation Manager **Hiring Range:** \$43,000 - \$53,700

Status: Exempt, full-time

Benefits: Medical, prescription, dental, vision, life, disability, 401k, Section 125 cafeteria benefit plan, and paid leave.

Reports to: Operations Director

Unit: Data & Evaluation

BASIC FUNCTION

This position is responsible for providing the Operations Director and Executive Director with program and system data analysis and evaluation necessary for programmatic and planning decisions. Responsible for management, analysis, and evaluation of multiple datasets.

EFFECT ON END RESULTS

This position is primarily concerned with the achievement of the goals of the organization through quality evaluations, research and analysis of data for programmatic and planning purposes for the long and short term future of the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Handles the research and evaluation projects of the agency within scope of responsibility outlined by the Operations Director.
2. Establishes and maintains research, evaluation and reporting methodologies, objectives, policies, and procedures in accordance with best practices and CSB standards.
3. Creates and analyzes datasets within scope of responsibility outlined by the Operations Director.
4. Performs both routine and non-routine analysis, evaluation and interpretation of data.
5. Responsible for extraction and coding of primary database into multiple datasets, as needed.
6. Responsible for accurate and timely preparation and submission of all required reports to management.
7. Manages self and position responsibilities in a manner which is congruent with CSB values, mission, policies and procedures.

OTHER FUNCTIONS

1. Supports development of annual evaluation budget and effectively implements in accordance with expense and revenue goals.
2. Provides deliverables within the time frames defined by appropriate personnel and reviewed often enough to ensure time frames and quality standards are met.
3. Produces oral and written evaluative reports.
4. Acquires back-up responsibilities of the Database Administrator and the Planning and Analyses Coordinator, as needed.
5. Establishes and maintains effective communication with management and external vendors.
6. Consults with all areas of program management responsible for policy or actions.
7. Keeps abreast of current trends and practices in field of expertise.
8. Maintains complete and adequate files, records and documentation.

Community Shelter Board
Working to end homelessness

KEY LEADERSHIP COMPETENCIES

1. Makes decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure.
2. Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times.
3. Can present the unvarnished truth in an appropriate and helpful manner and doesn't misrepresent him/herself for personal gain.
4. Uses rigorous logic and methods to solve difficult problems with effective solutions.
5. Good at figuring out the processes necessary to get things done.
6. Picks up on technical things quickly.
7. Is able to write clearly and succinctly in a variety of communications settings and styles.

SKILLS, KNOWLEDGE & ABILITIES

1. Excellent knowledge of database analysis and management.
2. Excellent statistical, analytical, research and evaluation skills.
3. Excellent organization skills.
4. Working knowledge of relational databases, well-developed analysis capabilities, and demonstrated ability to manage computer operations and applications.
5. Highly skilled in Business Objects (BOXI Report Design), SQL, Access, Excel and Word. Statistical software knowledge, a plus.
6. HMIS/ServicePoint knowledge desired but not required.
7. Good time management skills and ability to complete projects on time.
8. Demonstrated ability to accurately attend to detail.

PHYSICAL OR MENTAL DEMANDS

1. High energy level, comfortable performing multi-faceted projects in conjunction with normal activities. Comfortable in a fast-paced environment.
2. Well organized. Ability to multi-task and maintain multiple projects simultaneously.
3. Strong analytical and reasoning abilities.
4. Superior numeric and statistical skills.
5. Ability to translate complex methodologies and information into user friendly products.
6. A team player; ability to contribute and interact with diverse personalities.
7. Ability to learn – able to grasp and process new information in a fast-paced environment.

MINIMUM QUALIFICATIONS

1. Congruence with agency mission and values.
2. Bachelor's Degree; Masters preferred.
3. 3 years experience in analysis and evaluation and minimum of 3 years experience in report design, coding and data manipulation and extraction.
4. Experience working in a not-for-profit setting with significant information reporting requirements preferred.
5. Valid Ohio driver's license, proof of automobile insurance and pass a criminal background check.

**Community Shelter Board is an Equal Opportunity employer
and conforms to all applicable employment practices.**