

**Connecticut Alliance to End Sexual Violence, Inc.
Grant Reporting and Data Coordinator**

The Alliance is the statewide coalition of sexual assault crisis service programs working to end sexual violence through victim assistance, community education, and public policy advocacy. The mission of Connecticut Alliance to End Sexual Violence is to create communities free of sexual violence and to provide culturally affirming, trauma-informed advocacy, prevention, and intervention services centered on the voices of survivors.

Under the direction and supervision of the Director of Finance and Administration, the Grant Reporting and Data Coordinator is responsible for capturing and analyzing data for ongoing reports to funders, team members and coalition partners. In addition, narratives from case management databases and member centers will be compiled to illustrate the diverse needs of victims and survivors of sexual assault and the vital services provided by advocates to meet these needs. The Grant Reporting and Data Coordinator will provide technical assistance to member centers and the college community in response to identified trends and gaps in service. The Grant Reporting and Data Coordinator is also responsible for maintaining software and equipment used by office staff and advocates in the field. The Grant Reporting and Data Coordinator is a full-time position with benefits.

Grant Reporting and Monitoring

- Prepare and/or review information and reports for funders, and external stakeholders as requested.
- Create and coordinate tracking systems for project and grant monitoring.
- Assist in preparations for external monitoring visits, reviews, audits, and cross-site evaluations and participate as appropriate.
- Establish and maintain electronic and hard copy files for each grant-funded project to be used for tracking and reporting purposes.
- Conduct monitoring of grant programs for quality of program and grant compliance.
- Provide technical assistance relative to grant reporting to the member center programs.

Data Collection and Reporting

- Prepare related data and narratives for monthly, quarterly and annual regulatory reports, agency contracts, and grant applications.
- Provide ongoing analysis of data and reports in order to identify trends, gaps, and service needs.
- Prepare detailed reports of analysis for presentation in a variety of formats
- Make decisions requiring analysis including interpretation of unusual and conflicting info

Database Management

- Manage, maintain, and troubleshoot new and existing databases used by Alliance and member program staff
- Take the lead in implementing and maintaining purchased case management software, including rollout to member centers and user training

- Maintain users and user access levels for existing and new database
- Maintain documentation of database changes, system changes and system validation
- Resolve complex database problems through research, analysis and expertise
- Evaluate databases for continued improvements and ability to implement additional features; including reports and queries

Technology support

- Serve as point person for technology needs and assistance related to software and hardware and work cooperatively with outside vendor, when needed, in ensuring IT needs are met
- Maintain and oversee office equipment (computers, peripherals and phones), including contracts, services, updates and addressing any issues with malfunctioning or damaged equipment
- Train new employees on use of equipment and provide technical assistance to staff members as needed
- Provide training and/or technical assistance as needed to utilize database; in person, via email and over the phone
- Work with outside vendors when necessary to ensure network security
- Maintain proficiency by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations
- Other duties as assigned

QUALIFICATIONS and SKILLS PREFERRED

- High level of computer experience, including database management, database analysis and expert level use of Excel
- Experience writing database queries and creating reports
- Knowledge of Google platform
- Experience with server maintenance a plus
- Experience with Efforts to Outcomes (ETO) a plus
- Bachelor's degree or equivalent experience
- Demonstrated excellence with written communications
- Ability to identify complex problems and propose solutions in a variety of formats
- Ability to work independently, take initiative and manage multiple priorities
- Strong organizational skills
- Demonstrated understanding of and commitment to women's issues; particularly violence against women issues
- Driver's license and access to reliable transportation

TRAINING: Must acquire and maintain Sexual Assault Crisis Counselor/Advocate Certification within 6 months of employment

Benefits Include

- Four weeks vacation during first year of employment
- Four personal days
- Eleven holidays
- Medical benefits, with premium for employee paid by The Alliance
- Life insurance
- 401K
- Flexible work options

To Apply

Applicants should email a cover letter expressing interest and qualifications, an updated resume to: Human Resources at The Alliance: hr@endsexualviolencect.org. *Email inquiries only please.*

NO PHONE CALLS PLEASE. The Alliance is an affirmative action, equal opportunity employer.

DIVERSE CANDIDATES ARE ENCOURAGED TO APPLY

Connecticut Alliance to End Sexual Violence is an equal employment opportunity employer and is committed to maintaining a non-discriminatory, diverse and dynamic work environment.

The Alliance does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, or any other characteristic protected by applicable law.