



## Data & Impact Coordinator

### I. Overview:

Category	Information
Job Title	Data & Impact Coordinator
Division	Interdivision position (Services, Property Management, Resource Development)
Status	Non-Exempt
Supervisor/ Reporting	Executive Vice President
Hours	40 hours, M-F, some evenings and weekends
Supervisory Responsibilities	N/A
Other	A remote or hybrid work model is possible with this position

### II. Many Mansions – Exciting Times!

Many Mansions believes that everyone deserves a place to call home. It is from this belief that Many Mansions strives to provide affordable, quality, service-enriched rental housing for formerly homeless and those of very low income in Ventura and Los Angeles Counties. To meet the need in the community, Many Mansions is expanding, doubling the number of affordable apartment homes in the next five years. The planned expansion will demand enhanced programs, funding, and overall community support.

### III. Description (brief)

The Data & Impact Coordinator position develops and administrates the organization's **programs** and **fundraising databases** (Salesforce, HMIS). The Coordinator ensures that the various organizational activities are optimally documented; they produce accurate, accessible, and effective reports and dashboards and support in-depth analysis of key metrics, contributing to the organization's ability to build capacity and develop its programs strategy. Collaborating with key team members in the different divisions, the Coordinator creates a long-term vision for data management of the organization and supports systems adoption and staff training.

Many Mansions expect employees to respect all who we meet, act with integrity, honesty, and compassion for others. The organization embraces diversity and works for equity and inclusion in all of our apartment communities.

#### IV. Essential Job Duties & Responsibilities:

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. Main duties include, but are not limited to, the following:

	<b>Essential Job Duties &amp; Responsibility</b>
1	Maintain data integrity and security of each system. Manage the systems' daily operating requirements, trouble-shoot, monitor and performance tune/optimize databases. Back up and recover databases.
2	Lead the research, development, installation, and transition with new applications and database components, to maximize system capabilities.
3	Collaborate with team members to envision accessible data dashboards and systems that best represent their programmatic work and activities and meet their diverse needs. Develop and maintain a system of data dashboards, reports, and visualizations to monitor key metrics.
4	Oversee HMIS Report Cards and specialized HMIS reports for data analysis for program evaluation purposes and for compliance with CoC requirements. Complete annual file review for all sites.
5	<p>Provide timely response to requests for data. Develop and implement data conversion and migration tools and develop practices of bi-directional "field to database" transfer of information.</p> <p>Examples include uploads of event participation data provided by case managers; export of HMIS metrics to update the grants portal; transfer of data between Salesforce and Constant Contact; etc.</p>
6	Maintain and coordinate the Supportive Housing Programs (SHP) annual grant and reporting requirements. Complete all tracking for Federal and other funding sources per the regulations, including internal and external HMIS databases. Maintain and coordinate the fulfillment of Many Mansions' Permanent Supportive Housing (PSH) program's grant requirements and related reports. Maintain all HMIS data entry and data collection requirements for Services grants and grant applications. Complete all data tracking for HUD and other funding sources per the regulations.
7	Collect and analyze data and produce visualizations for key events, board meetings, trainings, and reports.
8	Train new and existing users on how to use the systems. Build trainings, as well as provide individual instruction and technical support to team members.
9	Develop and administer data standards, policies, and procedures.
10	Support organizational events on the database level (for example, produce a sign-in sheet and upload for a resident resource fair, manage Eventbrite/Salesforce integration in preparation for Bowls of Hope, etc.)

**Requirements & Qualifications:**

<b>Category</b>	<b>Qualification or Condition</b>
Mission	A belief and commitment to the organization’s mission and core values.
Communication	<p>Strong organizational, written, and oral communication, and relationship building skills.</p> <p>Possess excellent written and oral communications skills, including but not limited to, the ability to speak, listen, and respond effectively, and the ability to give presentations and provide instruction.</p> <p>Communicates well cross-functionally and can serve as a “bridge” between technical and non-technical audiences in conversations.</p>
Leadership, Problem Solving & Other Skills	<p>Has a demonstrated ability to thrive and work well with others in a fast-paced and rapidly growing organization.</p> <p>Strong collaboration skills across various stakeholder groups, and the ability to develop tools and trainings to support team members with varying levels of proficiency in data analysis and management</p> <p>Must be self-motivated, creative, and able to set priorities.</p> <p>Must possess the ability to interpret data and/or instructions.</p> <p>Strong attention to detail and accuracy, the ability to organize multiple projects, meet deadlines, and problem solve.</p> <p>Project management skills and ability to manage many responsibilities and/or projects simultaneously.</p> <p>Must be flexible and adaptable in the face of changing priorities and fluctuating workloads.</p> <p>Continually seeks to learn, grow, and improve to best serve the mission</p>
Education and/or Experience	<p>At least 3 years working in a Salesforce environment. Certification as mid-level administrator strongly preferred.</p> <p>Bachelor’s degree or higher from a four-year college or university or at least 4 years’ work experience in areas such as data collection and management, analysis, and reporting.</p> <p>Strong command of data manipulation, analysis, and visualization tools</p>
Computer Skills	<p>Excellent computer skills, especially Microsoft 365 (word, excel, outlook and power point), and social media platforms. Experience with Yardi and HMIS preferred.</p> <p>Highly proficient in PowerPoint, Excel, and Google Docs.</p>

Physical Demands	<p>While performing the duties of this job, the staff member is regularly required to sit, use hands to handle or feel objects, tools and/or controls, talk and hear. The staff member is required to stand, walk, and reach using feet, legs, back, arms and hands. The staff member must be able to lift and/or move up to 20-40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus.</p>
Work Environment	<p>This job position has a moderate to high stress work environment.</p> <p>The work environment may have frequent interruptions, time constraints, and emotional demands. The noise level is low to moderate. The corporate culture is friendly and goal oriented. The work environment characteristics described here are representative of those a staff member encounters while performing the essential functions of this job.</p> <p>Though rare, there must be a willingness and the ability to work nights and weekends, as needed.</p> <p>This role is open to excellent candidates as a fully remote position (after onboarding)</p>

**MANY MANSIONS IS AN EQUAL OPPORTUNITY EMPLOYER**

Selection will be based solely on merit and will be without discrimination in our employment practices, including compensation, against any employee or applicant because of race, religion, national origin, ancestry, sex, sexual orientation, gender identification, transgender status, sex stereotypes, age, physical handicap, mental disability, medical condition, marital status, domestic partner status, pregnancy, childbirth and related medical conditions, citizenship, and political affiliation or belief.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and functions.*

**Certifications**

A copy of this Job Description was given to the staff member.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Supervisor or Human Resources)

I received a copy of this Job Description.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Staff Member)