

Job Title: Data & Reporting Manager
Job Category: Information Technology
Primary Location: Los Angeles 90011
Department: Learning & Evaluation (L&E)
Reports To: Director of Learning & Evaluation
Direct Reports: None
Seniority Level: Mid-Career
FLSA Status: Exempt
Job Type: Full Time
Travel: No

ABOUT CRCD

Coalition for Responsible Community Development (CRCD) is a community development corporation with a mission to better sustain, coordinate, and improve local planning, development, and community services that address the needs of low-income and working-class residents and small business in South LA.

CRCD serves 100% LMI within South LA. CRCD was founded by neighborhood residents and community leaders to revitalize the area after decades of disinvestment and to improve the quality of life for youth and the community. Since 2005, CRCD has partnered in a combined investment of \$168 million in South LA housing and real estate, including 370 units of affordable housing, plus community space for support services, youth programs, a homeless youth drop-in center, a community garden, and commercial space for our social enterprise. CRCD has connected over 1,500 young people to education, jobs, and housing.

- **Real Estate and Economic Development.** To increase the number of affordable and permanent housing in South Los Angeles and to revitalize the local economy, CRCD develops housing for LMI populations, including transition-age youth ages 16-24, seniors, veterans, and low-income families.
- **Support Services.** We provide support services to 100% LMI youth and other residents of CRCD housing, assist homeless youth to secure housing with rental subsidies and support services, and run a drop-in center to help homeless transition-age youth meet basic needs.
- **Education.** CRCD Academy, a high school provides youth ages 16-24 with diploma-track education and postsecondary education support.
- **Youth Development.** CRCD provides youth with workforce development programs, intensive case management to reduce barriers to employment and reduce recidivism, alternative sentencing programs, and jobs and career placement.

- **Worksource Center.** Since 2014 CRCD has been the operator of the federally funded Vernon-Central/ Los Angeles Trade-Technical College WorkSource Center where unemployed LMI residents are linked to career-ladder jobs and supportive services.
- **CRCD Enterprises.** CRCD is the parent organization of a social enterprise providing training and employment for low-income youth and young adults.

POSITION SUMMARY

The Learning and Evaluation department supports CRCD’s mission of being a results-driven organization that provides high-quality programming. The Data & Reporting Manager will report to the Director of Learning & Evaluation and will lead grant reporting efforts across the organization. The Data & Reporting Manager will oversee a team of analysts to ensure quality data collection, increase reporting capacity, and support data management for all programmatic departments in the organization: youth development and education, housing and supportive services, and workforce development.

ESSENTIAL DUTIES & RESPONSIBILITIES

Position roles and responsibilities include, but are not limited to:

Data Collection and Monitoring Supervision

- Ensure data collection, validation, and reporting methods are accurate, effective, and efficient.
- Implement and supervise data collection, entry, and migration practices and procedures.
- Create and supervise creation of data monitoring tools such as dashboards, rubrics, data flowcharts, etc. that align with existing tools (such as performance measures, logic models, etc.).
- Have a comprehensive understanding of all program outcomes measures and reporting requirements to ensure accurate collection of quantitative and qualitative data needed to complete detailed funder progress reports.
- Meet regularly with program leadership to ensure an in-depth understanding of programmatic requirements and progress to facilitate accurate reporting.

Data Sharing/Reporting

- Create and implement standards for grant reporting to effectively communicate areas of success and strategically strengthen funder relationships and opportunities.
- Lead calendar management and authorship of all grant reports for funders, ensuring all required reports are submitted on time.
- Maintain updated records of reporting schedules, reporting portal account information, and submitted reports records in Salesforce.

- Supervise data analysts with completing weekly enrollment, monthly dashboards, and quarterly outcome reports. Maintain and submit monthly Executive summary reports to leadership.
- Provide coaching to analysts on best practices for communicating and interpreting data reports, targets, and progress to goal.
- Develop data presentations for various stakeholders, including graphs, tables, data visuals, etc. for supported programming.
- Contribute to organizational strategic goal to increase internal and external understanding of CRCD's work and impact

Perform other duties related to the position as requested by Director of Learning and Evaluation.

MINIMUM QUALIFICATIONS

- 1-2 years of experience supervising personnel related to data systems and data analysis.
- Experience authoring funder reports and/or program outcomes and impact reports.
- Highly skilled in quantitative and/or qualitative analysis.
- Excellent data visualization and presentation skills. Knowledgeable in using Excel or other software to develop graphs and tables for a general audience. Knowledge of Tableau a plus.
- Competence in navigating data management software. Salesforce or other case management software, highly preferred.
- Demonstrated leadership ability and ability to communicate effectively.
- Deadline-driven with the ability to multi-task to handle various projects and responsibilities.
- Self-directed and capable of working to meet quick turnaround and deadlines independently.
- Reliable transportation: valid driver's license and car insurance as required by law
- Excellent social/interpersonal skills and writing ability commensurate with the communication and reporting requirements of the position.

WORK ENVIRONMENT

- On occasion walk or drive to different local sites throughout the day.
- Regularly required to sit, stand, bend, and occasionally lift or carry up to 35 lbs.
- Combination of field and office environment.
- May necessitate working in busy and loud environments.
- May be exposed to elements like cold, heat, dust, noise, and odor.

- Work regularly in a community that is exposed to gang activity, substance use, homelessness, and high unemployment rates.
- Must be available on call for emergency crisis situations with the ability to respond after work hours as needed
- This is not a work-from-home position

RESPONSIBILITIES COMMON TO ALL AGENCIES

- Encompass a “do whatever it takes approach” to serving our community
- Always maintain a safe work environment and confidentiality.
- Be proactive, creative, and flexible in determining, evaluating, researching, and resolving issues.
- Organize and prioritize multiple activities to meet all external and internal deadlines.
- Maintain professional demeanor that reflects positively on the agency.
- Demonstrate respect and courtesy toward others.
- Able to thrive in a work environment emphasizing teamwork and collaboration.
- Respond in a timely manner in all aspects of communication.
- Regular and prompt attendance in the office is required
- Work with limited to minimum supervision.
- *Perform other duties as assigned by your supervisor and or executive team.*

BENEFITS

- Dental, Vision, Medical Benefits: CRCD is in the top 10% for excellent employee benefits for non-profit organizations. CRCD offers 85% employee paid and 50% dependent paid medical
- 401K eligibility to participate from day one and up to 3% matching after one year
- Flexible Spending Account (FSA)
- Short-Term & Long-Term Disability, Accident, and Hospital Indemnity
- Whole Life Insurance, College Funding Plans/529 Savings Plan from Principal
- Pet insurance, Legal/ID Theft
- Generous work/life balance
- 14 paid holidays

CRCD is a mandatory vaccination employer for COVID-19 and its variants. COVID-19 vaccination is mandatory for employment. As such, all CRCD employees must be fully vaccinated against COVID-19, including new hires. All new hires must provide proof of vaccination on or before their start date; alternatively, new hires may request a medical or religious exemption on or before their start date. If a new hire requires a medical or religious exemption, CRCD will engage in the interactive process with the new hire; a new hire cannot begin working for CRCD until the medical or religious exemption application has been approved. Similarly, if a new hire is not yet vaccinated, CRCD will delay the start date until the new hire can provide proof of vaccination or approval of a medical or religious exemption application.

All candidates are subject to a criminal history check and meet CRCD’s criteria regarding criminal history and must pass background check conducted by LA County. CRCD is an Equal Opportunity Employer and is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the EEO/ADA Coordinator. EEO /ADA Coordinator contact: Stacey Cabling (213) 743-6193.

ACKNOWLEDGEMENT

Employee Incumbent Name	Employee Signature	Date
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