The Family Crisis Center of Baltimore County, Inc.
The Mission of The Family Crisis Center of Baltimore County, Inc. exists to assist individuals, families, and communities in preventing and interrupting cycles of violence so all can grow stronger and move toward bold futures.

<u>**DATA ANALYST**</u>

Reports to:	Director of Development and Communications
Evaluation:	Annual evaluation by the Director of Development and Communications
Classification:	Exempt
Hours of work:	Full Time
Work Location:	Onsite
Salary Range:	$50,000 to $60,000

Overview:

The Family Crisis Center of Baltimore County (FCC) assists families as they experience the impacts of conflict and violence in Baltimore County. Our vision is to ensure every home is safe, families are thriving, and communities are strong.

Position Purpose:

The Family Crisis Center of Baltimore County (FCC) is seeking a qualified Data Analyst. In this vital role, you will be responsible for maintaining FCC databases. The Data Analyst will also assume responsibility for writing and running data reports for our internal and external use, creating appropriate visualizations and analysis to advance FCC's work. The Data Analyst will work collaboratively across the organization, building strong relationships with colleagues and support grant applications and reporting initiatives through the creation of accurate and user-friendly reports, list pulls, and other data needs.

If you are passionate about our mission and can motivate and inspire staff to work collaboratively toward the organization's vision and goal, you could be a good fit for this role.

Key Functions and Responsibilities:

- Conduct thorough qualitative and quantitative analysis of organizational data
- Ensure the efficiency and effectiveness of daily operations by reviewing processes
- Monitor and analyze variations, collaborating with Program Directors to address data discrepancies
- Manage synchronizations between Apricot and other crucial departmental databases
- Coordinate data collection procedures and conduct periodic internal audits to ensure database consistency and integrity
- Maintain and troubleshoot various database applications including Social Solutions/Bonterra products, Donor Perfect, and Telzio, in collaboration with database support
- Collaborate with key staff to incorporate funder requirements and organizational tracking details into data reviews

- Support grant reporting by performing data integrity checks, compiling data, and preparing submissions for diverse funding sources
- Ensure accuracy and completeness of data entered by staff and update processes for generating necessary reports
- Accurately complete and reconcile data for around 15-20 external grant reports
- Assist in preparing comprehensive grant reports with meticulous attention to data integrity
- Update and maintain the database instructional manual, data retention, and destruction policies
- Provide training to new staff members on database use
- Act as the primary contact for internal data updates and respond to data-related inquiries
- Demonstrate curiosity about processes and data while effectively managing time to prioritize tasks and meet daily goals.

Required Education

- Bachelor's degree in related field, and 2 years' related work experience

Required Knowledge and Experience

- Strong collaboration and interpersonal skills, teamwork ethic, and proactive use of research and problem-solving sills to support outcomes
- Proclivity for attention to detail and can notice patterns and minute changes in regular tasks.
- Ability to successfully manage multiple work priorities, work well under pressure, and meet deadlines
- Ability to exercise assertiveness and diplomacy, take initiative, work independently and as part of a team, think critically and synthesize program needs and operational issues
- Ability to maintain confidentiality of sensitive personal data
- Proficient computer skills in Microsoft applications
- Knowledge of Social Solutions products (Apricot, ETO, etc.), Donor Perfect, preferred
- Experience with/basic knowledge of SQL (queries for data management) preferred
- Experience/Proficiency in Data Visualization Software such as Tableau preferred
- Demonstrated passion for the mission of the Family Crisis Center of Baltimore County

Working Conditions and Environment

This position is on-site. The work environment is moderately active and noisy.

Physical Requirements

This position requires repetitive motion, such as standing, sitting and bending. Light to moderate lifting is required.

Equal Opportunity Employer

The Family Crisis Center of Baltimore is an equal opportunity employer. We value a diverse workforce and an inclusive culture. We encourage applications from all qualified individuals and do not discriminate, and will not tolerate discrimination, on the basis of race, ethnicity, color, religion, sex, pregnancy, gender, gender identity

or expression, national origin, sexual orientation, age, national origin or ancestry, genetic information, political affiliation, physical or mental disability, military or veteran status, or any other protected status under federal, state or local law. Our employment decisions are solely made according to qualifications for the positions.