

**Center for Domestic Peace
JOB DESCRIPTION**

TITLE: Reporting Specialist
HOURS: Part time (20 hours/week, during Monday-Friday 9-5)
SALARY: \$30,000 (\$60,000 FTE)
BENEFITS: 3 weeks vacation, medical/dental package, retirement
START: Immediately
JOB STATUS: Exempt

* Applicants not meeting minimum requirements may be considered with a per annum reduction of \$2,500 - \$5,000 for up to six months while receiving job training.

CENTER FOR DOMESTIC PEACE is a nonprofit organization, in existence now for 43 years, working at the county, state, and national level to end domestic violence. Center for Domestic Peace (C4DP) serves women, men, and youth who have been, and/or who are at risk of being, abused and or battered, or who have perpetrated, and/or who are at risk of perpetrating, abuse, bullying, and or battering. C4DP's programs helping children, teens, women, and men to live violence-free lives include: a bilingual English/Spanish 24-hour hotline; emergency shelter; transitional housing; support groups; legal systems advocacy; community prevention and education projects; professional continuing education trainings; corporate, state, and nation-wide trainings; leadership development programs; and resource identification.

OVERVIEW:

Under the supervision of the Grants Specialist & Data Manager, the Reporting Specialist completes data and narrative reporting and analysis for contracts, grants, and other projects using the organization's agency-wide Salesforce database.

PRIMARY JOB RESPONSIBILITIES:

Data Management & Reporting:

1. Under direction of Grants Specialist & Data Manager, generate complex data reports from Salesforce for contracts, grants, and other projects.
2. Produce new Salesforce reports that meet specific technical requirements of housing funders (ESG and HUD).
3. Together with Database Administrator, complete regular review of data for reporting to ensure quality and accuracy.
4. Monitor and develop data collection to ensure compliance with funder requirements, strategic directions, and ED Report requirements.
5. Under direction of Grants Specialist & Data Manger, communicate with department directors/managers regarding ongoing quality control/data compliance issues.
6. Using draft report narratives provided by department directors/mangers, edit and finalize narrative content for quarterly and bi-annual federal, state, and foundation reports.
7. Contribute to maintenance of annual calendar of all due dates for government and foundation grant reports.
8. Generate additional service user/activity analysis as needed by program, executive, and/or development staff.
9. Participate in TOAD (Tracking Outcomes and Deliverables) to improve tracking of grant outcomes and deliverables.
10. Provide support to Grants Specialist & Data Manager toward grant management, including assistance with: administrative tasks around report writing; contract processing; submission of grant adjustment notices; maintenance of electronic and paper grant files; and other tasks as needed.

REQUIREMENTS:

1. Minimum of a relevant BA/BS and/or 4 years of related educational experience.
2. Minimum of 3 years' experience with data collection and quality control for service programs, and proven capacity to analyze complex data, including building database queries/reports.

3. Minimum 2 years' experience generating complex aggregate data reports for funders.
4. Minimum 2 years' experience with Salesforce CRM.
5. Advanced knowledge of Excel (formulas, pivot tables, etc.) and Microsoft Office.
6. Proven ability to track data, details, and implement instruction with accuracy.
7. Strong writing, editing, and analytic skills, including ability to synthesize complex data and narrative into concise, compelling reports.
8. Fast learner with demonstrated ability to learn new systems.
9. Excellent interpersonal and communication, organizational, and writing skills.
10. Proven ability to effectively prioritize multiple tasks and manage time accordingly to meet deadlines.
11. Organized, detailed-oriented, and able to work independently with general supervision.
12. Ability to thrive in fast-paced environment with frequent interruptions.
13. Computer skills: comfortable with Office 365 applications including SharePoint and OneDrive collaborations and storage, PowerPoint, and Outlook calendar.
14. Valid driver's license, auto insurance, and vehicle required along with personal auto insurance limits of 100k/300k.
15. Flexible work schedule to include after hours and occasional weekends as needed.
16. In depth knowledge of, and alignment with, the battered women's justice movement perspectives on batterers, abused and at-risk women, youth, and children, and progressive movements to end domestic violence.
17. Ability to work in San Rafael after shelter-in-place order is lifted.

C4DP IS AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER

We are committed to employment policies and procedures assuring all qualified persons are accorded equal opportunity for employment, promotion and training. Applicants may obtain a copy of C4DP's Equal Employment Opportunity and Cultural and Linguistic Competency Policy on request.

TO APPLY: No phone calls. **Send resume and cover letter detailing how your experience relates to the job requirements and job responsibilities** to: Christina Schiffner Santschi, cschiffner@c4dp.org.