United Way of Southeast Louisiana

JOB DESCRIPTION

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| Position Title: **Grant Writer and Data Analyst** | |
| Reports to: Chief Strategy Officer | |
| Location: 2401 Canal Street, New Orleans, LA | Division: Resource Development |
| Classification: Exempt-Administrative | Supervises: N/A |
| General Functions:   * Utilize the FLUXX and Andar//E-Community Building web-based software to retrieve and gather data, organize it, and use it to reach meaningful conclusions that drives impact and increases funding. * Utilize data to identify trends and insights to: 1) inform organizational decision-making and grant writing and 2) tell the story and impact of UWSELA to engage with donors, volunteers, and community at large. * Research potential grants, write, and secure funding for UWSELA * Represent UWSELA at external functions and take a proactive approach to participation in cultivation activities including presentations, external and internal events, prospect meetings, and donor engagement. | |
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**CORE COMPETENCIES for ALL UNITED WAY PROFESSIONALS:**

* **Mission Focused** – top priority is to create real social change that leads to better lives and healthier communities.
* **Relationship Oriented** – understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
* **Collaborator** – understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
* **Results-Driven** – dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
* **Brand Steward** – understands his/her role in growing and protecting the reputation and results of the greater network.

**ESSENTIAL FUNCTIONS:**

The statements below reflect the items considered necessary to describe the essential functions of the job identified, and shall not be construed as a detailed description of all work requirements that may be inherent in the job.

1. Assist internal teams with Fluxx & Andar/E-Community with:
   1. building, maintaining and troubleshooting E-Community website, including corresponding with IT and Helix, entering and maintaining programmatic outcomes, pulling and retrieving data as requested,
   2. agency trainings inclusive of both in-person & webinars on outcome data collection, revising training manuals when necessary, and maintaining Webinar Conference Contract,
   3. continual advancement of Andar/E-Community, Fluxx and any other data collection tool to support the work of Community Impact.
2. Conduct data reviews, interpret data to be used for grant writing and internal and external reports by:
   1. gathering, analyzing and integrating multiple data sets and determining how to effectively display and share information for end user reporting (internal & external),
   2. providing for and maintaining up-to-date/accurate funding, program, collaborations, and internal initiatives’ outcome data in various software platforms, including maintaining data for all seven parishes,
   3. ensuring accuracy of all data and generating accurate reports,
   4. interpreting data, analyzing results using statistical techniques,
   5. developing and implementing data analyses, data collection systems and other strategies that optimize statistical efficiency and quality,
   6. acquiring data from primary or secondary data sources and maintaining databases,
   7. acting as the agency interface in regards to program data collection, including assisting with technical questions and troubleshooting,
   8. supporting the organization’s ad-hoc data requests in a timely manner,
   9. conducting research to collaborate with data to develop reports,
   10. maintaining the Prosperity Dashboard and/or any other annual reports on United Way’s progress to eradicate Poverty.
3. Liaison to the Community Data Center
   1. maintain open and frequent communication with the Community Data Center.
   2. manage, monitor, and trouble shoot issues with the Prosperity Dashboard.
   3. build, link, monitor and report on outcomes and indicators with the Prosperity Dashboard.
4. Secure funding to support the Blueprint for Prosperity:
   1. Research available grants and funding opportunities to support the internal initiatives (financial capability, education, health, equity, public policy, disaster, etc.)
   2. Manage a portfolio of accounts/foundations, to increase the capacity and effectiveness of donor relations and implement these to build a culture of philanthropy, which leads to annual increases in revenue.
   3. Research and identify internal data to support grant writing.
   4. Collaborate and draft grant applications and review with internal teams before submission.
   5. Submit grant applications and documentation.
   6. Secure at least 50% of salary in year one and 100% in year 2 and ongoing.
5. Problem-solve and resolve division organizational matters and administrative details not requiring the personal attention of supervisor or Chief Strategy Officer.
6. Perform other work related duties as assigned.

**JOB QUALIFICATIONS:**

1. Master degree is preferred; Bachelor degree required.
2. 3 years of experience with database software and/or 4 year college degree in math, statistics or business.
3. Ability to organize and manage multiple projects.
4. Strong mathematical ability with exceptional reasoning, problem solving, and analytical skills, including an ability to translate ideas and concepts into clear actionable items.
5. Effective written and verbal communication skills.
6. Computer literate with proficiency in Microsoft Office including Word, Excel, PowerPoint, Access, and Outlook.
7. Demonstrated ability to work well with internal and external customers and project a positive, supportive attitude.
8. Demonstrated ability to use sound judgment to handle/resolve details and matters not requiring the personal attention of supervisor.
9. No outside business interest that may conflict with the organization’s goals and objectives and not explicitly approved by the Chief Executive Officer.

Signed, Grant Writer/Data Analyst \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed, Chief Strategy Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_