



Stone House makes a difference in our community by caring for and protecting adult and child survivors of domestic abuse, and helping them rebuild safe, secure, independent lives of purpose and self-fulfillment.

[www.stonehouseinc.org](http://www.stonehouseinc.org)

### **Data Analyst (remote position available)**

**Job description:** The Data Analyst works in close collaboration with development and program staff to achieve two primary objectives: 1. improve organizational performance in achieving agency-identified outcomes and 2. ensure compliance with the service activities and reporting outcomes identified in federal and state government contracts and foundation grants.

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#### **Primary Job Duties and Responsibilities:**

- Work with administration and program staff to develop an agency-wide outcomes program that will allow Stone House to determine whether the programming they have implemented is successful
- Generate reports to monitor progress towards agency-identified outcomes
- Input monthly or quarterly data into various portals for payment of government grants.
- Work with government and foundation funders to ensure that Stone House is reporting accurate data as required. Coordinate preparation of funding and refunding applications. This will include attending bidder's conferences and other funder meetings.
- Test and monitor data quality to ensure that client data has been entered completely, timely and accurately by frontline case management staff
- Generate monthly, quarterly, and annual reports completely, timely and accurately to fulfill grant contracts with private, federal, and state funding entities.

- Maintain positive working relationship with key stakeholders, including frontline case management staff, development, operations and administrative staff, and program directors
- Monitor progress towards outcomes and review reports with stakeholders to keep all parties informed of programmatic activities on a regular basis through reports
- Other related duties as assigned including but not limited to seasonal activities and all-agency activities.

### **Requirements and Qualifications:**

- Strong organizational, problem-solving, communication and interpersonal skills.
- Ability to self-manage workload and meet timeframes and deadlines. Proven ability to work remotely.
- Demonstrated knowledge and tools for research and evaluation efforts in a human service nonprofit setting, including logic models, evaluation design, performance monitoring, impact assessment.
- Familiarity working with or managing Salesforce and Sage HMIS Reporting Repository preferred. Experience with migration to Salesforce a plus.
- Proficiency with MS Excel, Word, Access, and PowerPoint etc.
- Ability to work collaboratively and effectively in an environment that is linguistically and culturally diverse.
- Comfortable using data sets for the purposes of trend analysis and forecasting.
- Work with staff to trouble shoot issues with Salesforce, as well as train new employees.

**Education Requirements and Qualifications:** Bachelor's degree or higher in research methods, quantitative methodology, or related field preferred. Work experience in lieu of education allowed.

**Salary Details:** Depending on relevant experience.

### **Internal and External Contacts:**

This position interacts with directors and supervisors, program and development staff, governmental grant managers, external auditor, and financial services.

### **Reporting Structure:**

This position reports directly to the Business & Contracts Director.

**Additional Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential function in a satisfactory manner. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Requirements:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Finalists for the position should be prepared to show proof of valid, complete COVID-19 vaccination status.

**Hours:**

Hours to be determined with supervisor. This job may be a remote position.

**Diversity and a Commitment to a Quality Workplace.**

Stone House is an Affirmative Action and Equal Opportunity Employer. We are committed to fair and impartial treatment in all our relations with employees, as well as applicants for employment, to recruit, upgrade, train, and promote in all job titles without regard to race, color, gender, gender identity or expression, sexual orientation, religion, age, national origin, disability, marital status, protected veteran status, genetic information, or any other legally protected characteristic. In addition, Stone House complies with applicable state and local laws prohibiting discrimination in employment in each jurisdiction in which it maintains facilities. Directors base employment decisions on the principles of Equal Employment Opportunity, including but not limited to decisions concerning recruiting, hiring, upgrading, and downgrading, discharge, training, promotions (in all job titles), compensation, benefits, layoffs, returns from layoffs and social and recreational programs. The intention behind our policy is to provide an equal employment opportunity program that will simultaneously serve the requirements of society, the law, sound business practices, and individual dignity. Through this program, Stone House wishes to ensure that all employees can make their maximum contribution to Stone House and to their own career goals.

**Job Type:** Hours to be determined. May be remote

**COVID-19 considerations:** All on-site staff must wear a mask during work hours and must be fully vaccinated against COVID -19.