



413 Ninth Street
 Glenwood Springs, CO 81601
 970-945-9300
 www.youthzone.com

Career Opportunity Grants and Data Manager

Employment Classification

Full-time, non-exempt; 40 hours per week. Based in our Glenwood Springs office.

About YouthZone

YouthZone currently serves over 2,000 youth and their families every year by offering a wide variety of evidence-based programming through which our clients find safety, compassion, and education as they work to overcome the personal struggles they face. Our programs include youth assessment, parental guidance and support, individual and family counseling, restorative justice, court programs and monitoring, educational workshops, and much more. 90% of our clients maintain their healthy behaviors after graduating from YouthZone. Founded in 1976, YouthZone has been, and continues to be a family-first nonprofit dedicated to fostering positive youth development for teens throughout the Western Slope of Colorado. We aim to hire family-focused team members who believe that growth is possible for all of our clients, regardless of their history.

Vision: Hopeful Youth; Strong Families; Safe Communities.

Mission: YouthZone provides comprehensive assessment and advocacy to inspire healthy relationships between youth, families, and communities.

Position Overview

YouthZone is seeking a mission-driven professional with grant-writing and/or database management experience to support the Development Director in carrying out our annual fundraising plan which aims to generate \$1.5+ million per year in support of our mission. Along with providing general fundraising support, the Grants and Data Manager serves as the primary writer on all organizational grant proposals, and oversees them through the entirety of their lifecycle ensuring compliance with requirements and proper due diligence for all subsequent reports and data submissions. YouthZone's current grant portfolio includes public and private foundations, local governments, state contracts, businesses, and philanthropic institutions. In addition to managing our current grants, this position is also tasked with researching and identifying new grant opportunities that align with YouthZone's mission, needs and operations. The Grants and Data Manager, in collaboration with the Development Director and Clinical Director, holds responsibility for all aspects of the YouthZone donor/client database (Salesforce) in terms of maintaining best practice standards and processes for accuracy and confidentiality, as well as data input, cleanup projects, data security and backup. Additionally, this position responds to data requests and inquiries from internal and external audiences that will include generating data reports, statistical analyses, financial summaries, and other custom reports as needed. The successful candidate will be a collaborative team player who can also work independently, thriving in the minutiae of data, analysis, and daily operations. It will be imperative for this individual to be able to integrate with the entire YouthZone team by providing program support, accounting assistance, and general office administration as needed.

Education, Training and Experience

- *Required: High school Diploma, G.E.D., or equivalent.*
 - *Highly desirable: Associate's or Bachelor's degree from accredited institution.*
 - *Highly desirable: Training or experience in nonprofit administration, development, data science, or related topics.*
- *Highly desirable: One or more years of experience working at a nonprofit organization.*
- *Highly desirable: Grant writing and/or development experience.*
- *Required: High proficiency with MS Office programs: Outlook, Word, Excel, and PowerPoint.*
 - *Highly desirable: Experience with QuickBooks.*
- *Required: Proficiency with office technology and equipment, including fax machines, printers, copiers, scanners, and computers.*
 - *Highly desirable: Experience using Salesforce or other data experience.*

Other Requirements

- Participation in a child abuse registry check; fingerprint/Colorado Bureau of Investigation check; driving history check, and drug screen.
- Ability and willingness to work a full-time weekly schedule, which for YouthZone is Monday thru Thursday, 8:00 – 6:00. Must have some flexibility and willingness to work outside our typical work schedule in order to accommodate deadlines, events, presentations, etc.
- Participation in on-going training opportunities related to aspects of nonprofit grant-writing and data management.
- Reading and conversational fluency in Spanish is desirable.
- Ability and willingness to use personal vehicle for periodic travel throughout the YouthZone service area, which includes: Aspen, Basalt, Carbondale, Glenwood Springs, New Castle, Silt, Rifle, Meeker, and Parachute.
- Professional attitude, courteous manner, and clear, confident phone voice.
- Exceptional interpersonal, written and verbal communication skills.
- Exceptional task and time management skills.
- Creativity and strong problem-solving skills.

Working Relationships

- Reports to Development Director. Collaborates with Clinical Director and Executive Director. Strongly influenced by Leadership Team and Program Coordinators.
- All YouthZone employees are expected to engage in constructive, and open collaboration with all staff, which is essential to our team to ensure a consistent, effective and high-quality program.
- All YouthZone employees are expected to interact efficiently and effectively with program stakeholders including donors, foundation officers, government officials and auditors, parents, youth, and outside agencies.

Essential Functions and Responsibilities of the Grants and Data Manager

- Under direction of Development Director and Leadership team, identify appropriate statistical and data needs for grants, contracts, foundations, communities, etc.
- Work closely with Leadership team and Program Coordinators to develop practical data entry procedures that result in reliable information in support of serving our clients and customers, and reporting data consistently.
- Keep the relevant staff informed about upcoming grant requirements, deadlines, and deliverables for the purpose of ensuring smooth completion of work responsibilities.
- Provide training to new staff on data entry and reporting requirements
- Conduct ongoing research for new grant opportunities that align with YouthZone's mission, needs and operations. This will include, but is not limited to, private foundations, local governments, state contracts, businesses, and philanthropic institutions.
- Meet all deadlines for grants, reports, and data analysis.
- Prepare accurate quarterly and annual reports for internal use.
- Create reports and analyze data as needed by staff, including *YouthZone Screening for Positive Youth Development*® data.
- Maintain data integrity for Youth Zone's 3-year evaluation and deliver data to independent evaluator.
- Administer all duties related to client database, including maintenance, procedures, technical support, training and acting as liaison with database provider and consultant regarding technical issues.
- Oversee storage and disposal of data management paper files.
- Complete ALL aspects of organizational grant proposals (including research, Letters of Intent, pre-qualification and budgets) and oversees them through the entirety of their lifecycle ensuring compliance with requirements and proper due diligence for all subsequent reports and data submissions.
- Monitors government contracts for compliance in terms of both budgeting and reporting
- Supports program coordinators in meeting grant and contract requirements.
- Communicates potential grant-related budget amendments with Leadership team and finance committee.

Required Responsibilities of YouthZone Team Members

- Establish and nurture key relationships, both internal and external.
 - Serve as an ambassador for YouthZone and its mission throughout the communities we serve.
 - Be prepared to provide accurate information and answer questions about YouthZone's programs and services.
 - Be prepared to provide accurate information and answer questions about YouthZone's current and upcoming development opportunities. This includes the ongoing Wish List.

- Establish meaningful customer relationships.
 - Demonstrate ability and willingness to work with colleagues and stakeholders with an attitude of respect and non-judgment.
 - Maintain a strong sense of compassion and empathy for adolescents and the existential struggles they deal with.
 - Demonstrate flexibility in scheduling meetings with youth, parents, partners, and stakeholders.
- Maintain administrative responsibilities.
 - Maintain strict compliance with YouthZone operational and safety policies, procedures, and standards.
 - Comply with confidentiality standards and practices, guidelines, HIPAA, and mandatory reporting of child abuse and/or neglect.
 - Notify Clinical Supervisor immediately regarding interactions with high-risk clients, and/or emergent situations.
 - Complete all required and requested documentation and reports in a timely manner.
 - High proficiency and comfort level in computer skills, to include word processing, spreadsheets, email, calendar/collaboration operations, and use of cloud-based functions.
 - Willingness to expand and deepen technological skill set.
 - Strong writing skills: ability to draft professional, high quality letters, emails, reports, proposals, etc.
- Participate as contributing member of the YouthZone Team.
 - Demonstrate commitment to the success of the organization and its programs.
 - Attend and participate in mandatory monthly Team Time meetings.
 - Participate in organizational activities as directed, in order to meet the goals and objectives of YouthZone.
 - Attend and participate in YouthZone fundraising activities and programs, as directed.
 - Uphold YouthZone's Core Values.
 - *We strive to INSPIRE with Integrity, No judgments, Stewardship, and we believe in Possibilities, Inclusiveness, Restoration and Encouragement.*
- Perform any other duties in service to the successful operation of YouthZone as assigned by the Executive Director or Assistant Director.

Required Skills and Attitudes of YouthZone Team Members

- Organization and time-management skills.
- Advanced interpersonal and communication skills.
- Persistence and assertiveness in advocating for youth.
- Ability to type for purposes of crafting reports and correspondence, and for data entry.
- Willingness to share in office maintenance and upkeep, as directed.
- Commitment to the success of the organization and its programs.
- Reliability, friendliness, and conscientiousness.
- Enduring sense of humor.

Benefits of working at YouthZone

YouthZone is a great place to work, in that we offer: a healthy, supportive work culture; three hours of weekly exercise time; employee retirement plan; health insurance/wellness stipend; a positive working environment, and; the opportunity to be part of a wonderful team consisting of committed and passionate professional optimists.

An offer of employment for the position of Grant and Data Manager at YouthZone will be contingent upon the candidate passing a background screening process that includes Colorado Bureau of Investigation fingerprint check of criminal history, Child Abuse Registry check and drug screen. All YouthZone staff must also show proof of auto insurance and submit a copy of diploma(s) and/or certificate(s) of training.

The statements contained herein reflect general details in order to describe the essential functions of the position, as well as the skills and attitudes necessary for success. It should not be considered an all-inclusive listing of work requirements. Individuals may be required to perform other duties as assigned. This job description does not constitute an employment contract and is subject to change as the needs of YouthZone and requirements of the job change.

To Apply

Send current résumé and a cover letter in which you introduce yourself; highlight your relevant skills, training and experience; explain why you would like to work for YouthZone, and; what you would bring to the YouthZone community as a member of our team. Email to kberglund@youthzone.com.