POSITION TITLE: Data and Grants Specialist

DEPARTMENT: Development

REPORTS TO: Director of Development & Communications

DIRECT REPORTS: None

FLSA STATUS: EXEMPT

COMPENSATION: $60,000 - $65,000

Located in West Oakland, Civicorps is a dynamic non-profit that includes a charter school and two social enterprises. Civicorps’ mission is to re-engage young adults, age 18-26, to earn a high-school diploma, gain job skills, pursue college, and embark on family-sustaining careers.

Youth at Civicorps have the ambition, talent, and perseverance to succeed; what they deserve is personalized mentoring and support as they develop a plan to achieve their goals. Our participants have experienced failures of multiple systems — the traditional school system, the justice system, and the child welfare system. Against a larger Bay Area backdrop of accelerating income inequality, neighborhood displacement, and food and housing insecurity, Civicorps’ programs and support services are more vital than ever.

Through our unique mix of personalized academics, paid job training, trauma-informed support services, and pathways to college and careers, Civicorps helps resilient youth overcome barriers, cultivate their talents, and unleash their potential.

You can learn more about our work by visiting our website: https://www.cvcorps.org/

POSITION SUMMARY

Reporting to the Director of Development & Communications and joining a passionate five-member team that is committed to advancing economic and racial equity, the Data and Grants Specialist contributes to the overall mission by helping to track data across the organization to be used in government and foundation grant reports and proposals. This position will work with various departments to gather, track, and report on a diverse array of data.

This position will work closely with the Grants & Compliance Manager to input data into online reporting databases and will also help craft report narrative. There is an opportunity to learn about grant writing and grow those skills, if desired.
CIVICORPS SCHOOLS
JOB DESCRIPTION

The ideal candidate will be an organized and resourceful professional with a strong attention to detail as well as creative problem-solving skills. S/he should be committed to opportunity youth and education equity. This is a full-time, salaried position with benefits.

REPORTING RELATIONSHIPS
The Data and Grants Specialist reports to the Director of Development & Communications and is part of a five-person development team. S/he collaborates with Program and Finance staff to gather and track data across the organization.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Manages all data tracking, analysis and quality control
- Works with Program staff to gather and input needed data for government and foundation grant reports, and inputs data into Salesforce and Excel data trackers
- Creates monthly outcomes data and bi-monthly expenditure check-ins with both Program and Finance to ensure that we are on track to meet our goals
- Works with the Grants and Compliance Manager and Finance staff to track expenditures to the appropriate grants, and works with the GCM to maintain data tracking tools and processes
- Helps draft all monthly and quarterly government reports and invoices
- Inputs all government grant data into online databases Cityspan and CalJOBS
- Assists the Grants and Compliance Manager with grant contracting and schedules
- Updates dashboards that track program outcomes and financial data
- Assists Program staff with maintaining high-quality grant files

PROFESSIONAL QUALIFICATIONS

- We are looking for someone with a strong attention to detail who is a creative problem solver and is able to work with different teams to gather the needed data.
- Familiarity with or beginning skill-development in fundraising or data management
- Bachelor's degree or an ongoing commitment to professional development
- Has a commitment to serving the resilient young adults of the East Bay and creating opportunities for their educational and career success
- Has a commitment to advancing racial and social equity
- Familiarity with Salesforce preferred but not required
- Intermediate Excel skills preferred but not required
- Ability to work independently and strength in multi-tasking, goal setting, and workload prioritization
- Thrives as part of a team with diverse experience, expertise, skills, and objectives

OTHER QUALIFICATIONS

- Commitment to serving the East Bay community as well as in interest in stewardship for the environment and working with urban youth.

Data and Grants Specialist
Development- 7/2020
CIVICORPS SCHOOLS
JOB DESCRIPTION

- Ability to work in harmony in a community-based organization with a diverse staff, students, families and/or partnerships.

**NOTICE:** The statements herein are intended to give a broad description of this job function and should not be construed as an exhaustive list of all responsibilities, duties and skills required. Other duties and/or projects may be assigned.

**EMPLOYEE BENEFITS**
Civicorps has a culture of caring for each other, personally and professionally. We enjoy a working environment that includes on-going staff activities, numerous health and wellness programs, employee recognition programs, and much more. We are a family-friendly workplace. We support staff by offering flexibility to work from home one or more days a week based on a mutually agreed upon schedule.
Civicorps offers a competitive employee benefits package including:

- Generous paid time off, roughly 30 days per year, which includes: 2 weeks personal vacation; an additional week vacation during our organization-wide winter closure in late December-early January, plus 11 additional days off for various holiday closures throughout the year
- Health Plan Options, including mental health care. Select from Kaiser PPO or Aetna.
- Dental and Vision
- Employer Paid Long Term Disability
- Life, Accidental Death/Dismemberment Insurance
- Health and Wellness Activities
- 403(b) retirement plan
- Flexible Spending Account for Health/Child Care
- Professional Development opportunities through workshops and conferences
- Free Parking (close to BART and Jack London Square

Civicorps is an equal opportunity employer. We do not discriminate based on race, color, creed, gender, religion, sexual orientation, marital status, gender identity and expression, domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition, veteran status, or any other unlawful consideration. We will consider for employment all qualified applicants, including those with a prior record of arrest or conviction, in a manner consistent with the requirements of applicable federal, state and local laws. Assistance and/or reasonable accommodations during the application process are available to individuals upon request.

**Data and Grants Specialist**
Development- 7/2020
HOW TO APPLY

Civicorps actively cultivates an institutional culture that reflects the values of respect, equity, and inclusion that we seek through our work to amplify in the larger world. We welcome all qualified candidates to apply for this position and encourage applications from candidates whose lived experience gives them expertise in serving the communities we work with.

To apply, please submit a cover letter and resume addressing your qualifications and interest in this position to Civicorps.Schools@cvcorps.org