



Basic Purpose and Organization:

The Data & Grants Manager position manages agency statistical data and support grant requirements and organizational needs. This position work with staff and volunteer advocates to ensure proper documentation is recorded and accrued for grant reports. The position will oversee other administrative work assignments as the Executive Director determines.

Primary Responsibilities:

This position updates and maintains the database manual and agency collection tools, collect agency documentation from staff and advocates, enter all statistical data into the database, and work with agency staff to provide accurate statistical and narrative data for all reports. Will work with Directors on reporting, grant applications and management of agency data.

Additional duties

1. Work with the Executive Director on donor data, special projects, and administrative tasks.
2. Attend relevant trainings on database management, implementation, and operation.
3. Attend staff meetings and collaborate with staff and Executive Director on day-to-day office activities.

Qualifications, Skills, and Knowledge Needed

- High school diploma **AND** relevant, significant work or volunteer experience **OR** Bachelor's degree, preferably in the area of computer science, information technology or related field.
- Experience with data maintenance, database management, promoting process improvement, presenting technical information, generating electronic reports, and computer programming
- Attention to detail and strong organizational skills.
- Familiarity with grant reporting and compiling statistics is preferred.
- Ability to work independently while maintaining accountability for all work assigned and being prompt to meet deadlines in a timely manner.
- **Ability and willingness to be a positive, professional and engaged member of the agency's team by behaving honestly, responsibly, and respectfully to all (colleagues, agency clients). The work environment requires flexibility and the willingness to adjust to a changing environment.**

Additional Details

- Part-time (approximately 32-40 hours a week)
- Hourly rate: 18.30
- Health Insurance benefits (including, health, dental and vision insurance, if hours are maintained above 30 hours a week)
- Paid Time Off (vacation, sick, holiday)
- Flexible hours

The Care Center is committed to making sure our agency is diverse and representative of the community. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender

identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Apply with resume and cover letter to megan@stacarecenter.org

Or The Sexual Trauma and Abuse Care Center, Attn: Megan Engleman 330 Maine Street, Lawrence, KS 66044