

United Way for the Greater New Orleans Area
JOB DESCRIPTION

Position Title: Impact Area & Data Manager	
Reports to: Senior Vice President, Community Impact	
Location: 2515 Canal Street, New Orleans, LA	Division: Community Impact
Classification: Exempt-Administrative	Supervises:
<p>General Functions:</p> <ul style="list-style-type: none"> • Build and manage the Andar/E-Community Building web-based software to ensure the collection of proposals, budgets, funding, service effectiveness and outcome data from all impact area funded programs. • Act as the agency interface in regards to program data collection, including assisting with technical questions, trainings and troubleshooting. • Support all impact areas in the collection, input and retrieval of agency/program data. • Provide research, administrative, and organizational support to the Safety Net Impact Area. • Coordinate and manage the Emergency Food & Shelter Program. • Handle/resolve routine organizational matters and administrative details as assigned. 	

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 the Vice President for Community Impact responsible for Andar/E-Community with:
 - a. the building, maintenance and troubleshooting of the E-Community website, including corresponding with IT and Helix, entering and maintaining programmatic outcomes, pulling and retrieving data as requested.
 - b. agency trainings inclusive of both in-person & webinars on outcome data collection, revising training manuals when necessary, and maintaining Webinar Conference Contract.
 - c. the continual advancement of Andar/E-Community to support the work of Community Impact.
2. Manage the data collection and reporting process by:
 - a. providing for and maintaining up-to-date accurate funding and program outcome data in Andar/E-Community software, including maintaining data for all seven parishes.
 - b. ensuring accuracy of all data and generating accurate reports.
 - c. acting as the agency interface in regards to program data collection, including assisting with technical questions and troubleshooting.
3. Assist the Vice President for Safety Net Impact Area to:
 - a. provide support to assigned impact area's vision council and sub-committees, including confirmation of attendance.
 - b. provide administrative and organizational support to the *Safety Net* impact area, inclusive of disaster recovery efforts and initiatives, fund distribution, data collection processes, and research as assigned.
 - c. record and compose accurate minutes of meetings following through to distribution.
 - d. manage the Emergency Food & Shelter Program, coordinate the Local Board meetings and agendas, provide for a timely and accurate funding process, troubleshooting problems and submission of all documents to the Local and National Boards.
4. Assist the Executive Assistant/Special Projects Director:
 - a. ensure that accurate volunteer committee and agency mailing lists, rosters, and impact area/committee assignments are up-to-date in Andar and Outlook.
 - b. assist in the maintenance of divisional records and filing system; retrieve information on a timely basis.
 - c. arrange meetings, room set-up, transportation, hotel reservations/accommodations as directed.
5. Problem-solve and resolve division organizational matters and administrative details not requiring the personal attention of supervisor or Vice Presidents
6. Perform other work related duties as assigned.

JOB QUALIFICATIONS

1. College degree is preferred, Associate degree required.
2. 3 years experience with database software and/or 4 years college degree in human/social services or business related.
3. Ability to organize and manage multiple projects.
4. Good oral and written communication skills with can-do, problem solving orientation. Strong analytical and summation skills.
5. Computer literate, proficiency in Microsoft Word, Excel, PowerPoint, Access, and Org Chart.
6. Good telephone etiquette, ability to deal with difficult situations.
7. Demonstrated ability to work collaboratively with co-workers; a team player.
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 Executive Vice President.

Date Reviewed with Impact Area & Data Manager: _____

Signed Impact Area & Data Manager: _____

Signed Senior Vice President, Community Impact: _____