



BOYS & GIRLS CLUBS
METRO DENVER



Make a Difference FOR KIDS

Helping Kids. Building Communities.



Boys & Girls Clubs of Metro Denver is offering an exciting opportunity for the right person to join our dynamic, forward-thinking team. We rely on the dedication of caring employees to provide a safe, nurturing environment for kids to learn and grow. We take pride in our highly skilled, diverse and committed workforce. Our staff are educators, coaches, artists, mentors, community leaders and ambassadors. Join a team of passionate individuals who are working to make a difference for kids.

Database Manager and Data Analyst – Program Support Center

Club/Office Location: Program Support Center

Job Description:

The Database Manager and Data Analyst “(Analyst)” supports the membership database for BGCMD and is responsible for conceptualizing and implementing evaluation studies, writing data analysis plans, analyzing data and reporting findings. The role also includes system development and directing system usage and maintenance. The Analyst identifies and addresses critical issues that can be supported by data management tools, processes, and systems. The Analyst reports directly to the Chief Programming Officer and is responsible for understanding the outcomes evaluation model for the organization and developing reports and analysis to measure progress and identify gaps.

Below details the Analyst’s essential job duties:

- Prepare for and conduct outcomes evaluation and data analysis, including documentation and presentation of analysis and modeling results.
- Identify and assist with replication of best practices for planning purposes.
- Maintain research data and develop and maintain database files and records.
- Work in collaboration with program managers in the creation and development of evaluation methods that assess and improve club experiences.
- Disseminate, collect, and summarize evaluation tools.
- Manage troubleshooting and tickets for membership database, and any additional program managed systems.
- Manage registration processes and procedures, train new registration staff on how to carry out these procedures, train all applicable staff on registration procedures, and provide guidance to staff to continue a successful implementation of registration processes and procedures.
- Monitor registration processes to ensure timely and accurate reporting.
- Provide accurate and timely reports on a routine and as requested basis. Maintain and archive records in accordance with regulatory, BGCA and BGCMD policies.

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives of employees assigned to this job. The Boys & Girls Clubs of Metro Denver is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by law.

- Manage organization's online forms tool. Provide training and support to team members, as needed.
- Provide exceptional internal and external customer service that assists in the achievement of the organization's mission. Work successfully in a team environment.
- Respect the confidential nature of all information pertaining to staff, volunteers, stakeholders and members.

The Analyst shall have the following knowledge and skill:

- Excellent skills planning and leading cross-functional projects, including proven success in project management.
- Excellent organizational skills.
- Strong communication skills including verbal and written presentation.
- Ability to work in a team environment with other departments.
- Ability to multi-task and prioritize, and assist other staff with these efforts.
- Advanced proficiency with Microsoft Office Suite.
- Must pass a criminal background check.

Job Requirements:

- This position requires a Bachelor's Degree; Master's degree is preferred.
- Minimum of 2 years of experience in a related field such as business analysis, project management or information technology support.
- Experience in designing and implementing program evaluation studies
- Experience in managing data projects, including developing instruments and data quality protocols; technical assistance on data entry and analysis
- Demonstrated success with project management including outcomes evaluation and analysis.
- Significant experience in the development and implementation of large scale collaborations, and cross-functional teams.
- Experience working in a regional or statewide manner.
- Candidates must be able to pass a drug test, criminal and driving records investigation.
- Continued employment is based upon the successful completion of Adult and Pediatric First Aid/CPR/AED courses and maintaining your certification which is paid for and coordinated by BGCMD.
- The successful candidate will primarily work indoors. Accordingly, the ability to use a variety of equipment including janitorial and office equipment is required. The job requires the ability to stand for extended periods, kneel, reach, bend, and lift objects weighing in excess of 25lbs. Outdoor work and moderate physically demanding activities may be required on occasion. The ability to read and write is necessary to complete reports and properly document program and organizational data. A valid driver's license and ability to be insured under the company's insurance policy is also a requisite.

Details:

Classification: Exempt

Status: Full-time (40 hours per week – hours vary)

Pay Rate: based on experience

Benefits: Health, dental, vision and life insurance, a generous 401(k) matching program, paid time off including holidays and birthday, paid parental leave, professional development opportunities and more.

Interested applicants should submit a cover letter, resume and three professional references to jobs@bgcmd.org. Please include the position title in the subject line of the e-mail.

This position will remain open until filled.