Position: Grants, Evaluation, and Data Manager

Direct Supervisor: Associate Director

Status: Full-time (40 hours), exempt, with benefits

Base Salary: $65,000.00, additional based on education, experience, and credentials

Application Instructions: Send cover letter and resume to joinus@ozonehouse.org. No call please. Indicate “Grants, Evaluation, and Data Manager” in the subject line.

Deadline: Resumes will be reviewed as received; position will be posted for 30 days or until filled.

Position Summary
The Grants, Evaluation and Data Manager position is responsible for overseeing all aspects of agency grants and grants management, including researching, writing, submitting, initial implementation planning and reporting. The Grants, Evaluation, and Data Manager also serves as the Agency Administrator for the Homeless Information Management System (HMIS), including training and supporting staff to use the system, monitoring data quality and participating in setting outcome goals and metrics, and participates in quality assurance, performance improvement, and compliance monitoring initiatives. The Grants, Evaluation and Data Manager develops relationships with Ozone House staff and external stakeholders and disseminates information about agency impact and program outcomes. This position works closely with programs, development, and finance teams.

Education Qualifications
* Commensurate experience and skills will be considered in lieu of level of education/licensing/credentials, etc.

- Bachelor’s degree in human services related field required; Master’s degree preferred

Experience Qualifications
- Experience with Housing Management Information Systems (HMIS) strongly preferred
- Experience evaluating human service programs including developing evaluation plans, logic models, process flowcharts, data collection tools, and procedures as well as conducting quantitative/qualitative analysis
- Experience in data management and tracking client outcomes
- Proficiency in Microsoft Teams and 365
- Ability to handle highly sensitive and confidential information
- Excellent organization, time management and other project management skills
- Experience with data visualization and presentation tools preferred
- Proven experience engaging with diverse identities, including intersecting identities of race, ethnicity, socioeconomic background and sexual orientation, gender identity, and gender expression
- Commitment to best practices including Positive Youth Development, Harm-Reduction, Housing First and Trauma Informed approaches
- Work requires effective written and verbal communication and interpersonal skills; ability to motivate teams to produce quality work within tight timeframes and simultaneously manage several projects; ability to participate in group meetings
• Possess strong work ethic and ability to take initiative. Demonstrate a high level of personal and professional integrity and trustworthiness
• Successful completion of pre-employment and annual background check; valid MI driver’s license, current insurance, and access to reliable transportation

Job Responsibilities and Duties

Grants Management:
• Maintain a centralized database of all grant and contract requirements and inform administrative staff of application and reporting deadlines.
• Track and help coordinate initial and renewal contract execution; develop project and partner agreements as needed.
• Support grant implementation through creation of summary and guidance documents for staff.
• Complete and/or coordinate grant reports including, but not limited to, monthly, quarterly, and annually to funders by identified due dates.

Fund Development:
• Research prospective grant opportunities that align with agency’s mission, needs and capacity and share with program and leadership team as indicated.
• Lead grant writing and procurement efforts for federal, state, and local government grants as well as private foundation grants (typically above $50,000); develop and draft grant applications, including literature reviews, researching background data and information; work closely with Finance staff to build budgets.
• Disseminate program outcome data to internal and external stakeholders.

Data Management & Program Evaluation:
• Monitor agency outcomes and statistics to ensure compliance with internal and external expectations and standards. Work with department directors to ensure that the agency meets stated process and product outcomes of agency services.
• Serve as the Agency’s Administrator for the Homeless Management Information System (HMIS) database, ensuring exemplary data quality, and providing the staff with necessary training, technical assistance, and on-going support with the database.
• Update and create data entry workflows; provide training to agency program staff.
• Compile data, dashboards, and customized reports as needed/requested.

Supervision, Coaching, and Staff Development:
• May oversee agency interns, as assigned.
• Design and deliver orientation and training for new and existing staff to enable them to fulfill their jobs according to agency mission, philosophy and policy, and to help them learn and stay current with best practice.
• Provide regular feedback to program staff on performance strengths and training needs and implement performance improvement.
• Assist staff in developing professional development plans that address enhanced growth and development as well as any current deficits.
About Ozone House:
Ozone House is a community-based, nonprofit agency that helps young people lead safe, healthy, and productive lives through intensive intervention and prevention services. Since 1969, we have actively developed unique, high-quality housing and support programs and services that provide support, intervention, training, and assistance to runaway, homeless, and high-risk youth and their families.

As the second oldest youth shelter in the country, Ozone House combines a wealth of experience with industry leading best practices to serve young people and their families experiencing crisis. Each year, Ozone House has served over 3,500 young people throughout Washtenaw and surrounding counties in Southeast Michigan.

Benefits:
Ozone House offers a comprehensive benefits package that includes: BCBS health and vision options and dental insurance 90% employer paid for single employee coverage, 80% for family coverage; retirement savings plan; basic life insurance, short and long-term disability coverage 100% employer paid; Health Savings Account; Dependent Care, Medical and Limited Purpose Flexible Spending Accounts and a generous paid time off plan.

Commitment to Anti-Oppression:
Ozone House provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. We strongly encourage individuals from marginalized groups to apply, including people of color, individuals who have experienced poverty or economic hardship, and people who identify as LGBTQ. Ozone House is committed to Diversity, Equity, and Inclusion and enforces an anti-oppressive environment to support the retention of employees from groups that have been underrepresented within the organization from historically underrepresented groups.