



Data Analyst and Coordinator Job Announcement

Reports to: Executive Director

Time Commitment: 20 hours/week

Hourly Wage: DOE

Application deadline: January 20, 2020

Overview:

Fishline Food Bank & Comprehensive Services is a nonprofit organization that has supported the critical needs of our community in North Kitsap County for over 50 years by providing food, emergency services and resources to transform lives. We are a small but mighty staff serving nearly 18,000 of our Kitsap neighbors each year.

Position Summary:

The Data Analyst and Coordinator will work collaboratively with the Executive Director, staff, volunteers, and Board of Directors to monitor, analyze, and report on all required Fishline metrics and impact documents. This position is critical for Fishline to maintain our funding and incoming food contributions from various partners in Kitsap County, the state, and the country. The ideal candidate is comfortable in a fast-paced environment, able to juggle many priorities, and consistently shows up with constructive ideas and a positive attitude. S/he is incredibly detail-oriented, and isn't afraid to stop by someone's office or pick up the phone to call and get their questions answered. They care deeply about proving social impact and writing detailed and comprehensive reports. This person is highly attuned to deadlines, and can often be found triple checking report numbers before hitting "submit". This position requires someone who also has experience with grant writing and is willing to learn new databases and software's as Fishline looks to expand its technological capacity and CRM systems. S/he possesses a growth mindset and is committed to carrying out Fishline's mission and vision. If this sounds like you, please read on for more details about the position.

Core Competencies:

- Able to track and compile data and metrics from various individuals and programs at Fishline
- Able to think critically about data usage and reporting requirements to ensure accuracy
- Demonstrated ability with Microsoft Suite, notably Microsoft Excel
- Strong technical writing ability
- Able to both work independently and as a productive member of a team
- Able to both see the big-picture and zero in on the details
- Able to work well with people from all backgrounds with varying degrees of experience

Duties & Responsibilities:

Metrics Collection

- Utilize database reports to inform strategic decisions related to cultivation of donors and grants
- Work with Fishline managers on weekly basis to audit metrics and ensure accuracy in reporting
- Create and monitor data tracking systems that all Fishline managers and some volunteers use
- Pull reports from Fishline client and donor databases to create weekly and monthly metrics reports

Weekly, Monthly, and Yearly Reporting

- Comfort with asking clarifying questions from multiple organizations and individuals to assure reporting accuracy and completeness
- Ensure timely and accurate filing of several county and state-based reports
- Ensure yearly filing of all necessary reporting documents and contracts

Grant Writing and Reporting

- Develop Fishline's grant application program, outlining quarterly grant objectives
- Collaborate with Fishline's Board of Directors on all grant applications
- Provide written materials and metrics reports for all grants
- Monitor existing grant reporting deadlines and requirements to ensure Fishline submits all necessary materials on time

Other duties as assigned. Work must be completed at Fishline's main office, Work from Home opportunities are not available with this position.

Fishline Food Bank and Comprehensive Services is an Equal Opportunity Employer

Qualifications:

- B.A./B.S. (or equivalent experience) preferred with an emphasis or concentration in business, finance, accounting, economics, or other data-related fields
- 2-5 years of related experience, ideally with a non-profit or social-impact focused organization (B-corp, etc.)
- 1-2 years of experience with grant research, grant writing, and grant reporting
- Experience with database management
- Advanced proficiency in Microsoft Office Suite, Microsoft Excel experience required
- Experience and contacts working with Food Bank reporting requirements
- Multilingual candidates encouraged to apply

How to Apply:

Submit a resume and cover letter to:

Dani Wasia, [communications\(at\)fishlinehelps.org](mailto:communications(at)fishlinehelps.org) with the subject line "NAME: Data Analyst and Coordinator Application 2021"