

DREAM CENTERS MARY'S HOME

JOB DESCRIPTION

Outcomes Contractor

Effective January 2021

ORGANIZATION OVERVIEW

Dream Centers is a faith-based non-profit organization founded in 2011 to provide health and hope to people of Colorado Springs who are working to rebuild their dreams. Mary's Home, a project of Dream Centers opened in 2015. Mary's Home is a faith-based supportive housing program that provides single mother families with the opportunity to gain supportive relationships, holistic health, life skills, economic self-sufficiency and community resources, to be able to exit homelessness permanently.

JOB SUMMARY

The Outcomes Contractor supports and assists the Mary's Home Associate Program Director with outcomes management. Specific areas under their authority are data analysis, reports systems set up, outcomes management, creation of quarterly outcomes (i.e. charts and dashboards), and data for grant writing and reporting.

REPORTING AND WORKING RELATIONSHIPS

The Outcomes Contractor reports to the Mary's Home Associate Program Director, occasionally working in coordination with the Program Director, Family Advocates, and other Mary's Home staff, as well as the Dream Centers executive staff.

ESSENTIAL JOB RESPONSIBILITIES

- Provide quarterly outcomes dashboards in a timely manner to report to the Board of Directors, Dream Centers Executive Staff, and Dream Centers Mary's Home Staff; including but not limited to admissions demographics information, an annual occupancy report, three levels of success rate data, accomplishments data, premature exit data, various kinds of individual and group Family Growth Assessment data, and volunteer data
- Be able to work within multiple database systems and spreadsheets proficiently in order to pull relevant data for program monitoring and outcome reports

- Coordinate with multiple staff members and volunteers to assure they are aware of outcomes data entry deadlines, follow up after deadlines to assure data has been entered correctly, and follow up with staff members and deadlines to assure that identified issues are resolved in a timely manner
- Meet monthly with a key staff member or Volunteer Coordinator, interview them, and produce a few bullet point stories to share with Dream Centers Advancement
- Strategize with Dream Centers Advancement about how data can be interpreted and translated into story for donors, stakeholders, and the general public
- Develop and implement systems for program outcome tracking and reporting that are sustainable for significant programmatic growth
- Work with Associate Program Director to develop current data into an adaptable data system for 2021
- Assist with report preparation for local, state, and national grant submissions by adjusting nimble data system for various audiences
- Strategize for and produce data reports for Social Return on Investment project
- Strategize for and produce data reports for 10-year Dream Centers Anniversary data project
- Research, interpret and prepare other datasets, as needed
- Investigate and advise on more comprehensive and streamlined database systems
- Work with the Associate Program Director to provide relational and technical support and guidance to staff in design and implementation of outcome studies, methods, and reports
- Uphold all ethical and confidentiality standards within the program through training, documentation, communications, and structure

JOB QUALIFICATIONS AND EXPERIENCE

- Personal relationship with Jesus Christ
- Bachelor's degree in relevant field, Master's in relevant field preferred
- Proficient on Excel/Google Sheets, Word/Google Docs, proficient in working with databases and CRM softwares
- Methodological expertise in data quality assurance and control; and ingenuity to reach outcomes using alternative paths when necessary
- Strong work ethic, integrity, ability to maintain confidentiality, and the highest ethical standards are expected
- Ability to communicate clearly and professionally, both verbally and in writing
- Flexibility to manage an assortment of tasks and readiness for ever-changing priorities
- Self-motivated, able to prioritize, bring ideas to the table, and meet deadlines consistently
- Creative problem-solving skills and patience are required

- Ability to work both as a team player and primarily work independently with limited supervision
- Knowledge and background of understanding data analysis (i.e. statistics) preferred
- Certifications / Licensing: Training in Kaleidacare preferred

WORKING CONDITIONS

- Schedule is flexible, with occasional meetings occurring during weekdays 9 am to 5 pm
- Travel requirements include ability to travel occasionally
- Work environment is in reservable spaces at Dream Centers Mary's Home and home office

STATUS

- Independent Contractor, likely 20 hours per month in Quarter 1 of 2021 (Jan-March), with possible ongoing 5 hours/month
- Pay is \$15/hour

This description is not intended to be an exhaustive list of all responsibilities, skills, or working conditions associated with this job. It is intended to be a reflection of the principal job elements essential for making compensation and employment decisions.

**Resumes and cover letters can be submitted to Stephanie.DeMeritt@DreamCenters.com.
Interviews will begin on November 1, 2020.**