



## Impact Specialist

### OVERVIEW

The Women's Business Development Council (WBDC) is seeking a full-time Impact Specialist to support the collection and measurement of WBDC's impact on small businesses across the state of Connecticut. This position will be responsible for database input and management, reporting, and supporting the achievement of program & compliance goals. The Impact Specialist plays an important role in a highly dynamic, rapidly growing non-profit organization that focuses on small business education and grants to women in Connecticut.

The Impact Specialist must be passionate about data management, highly detail oriented, and demonstrate excellent organizational and analytical skills. This person must be a team player that is ready to learn the ropes and dive in. The ideal candidate thrives in a fast-paced environment and is comfortable with change and a culture of teamwork and growth.

Reporting to the Impact Manager, this position is based in WBDC's New Haven office, in a hybrid model. Occasional travel to other WBDC offices and training sites including Stamford, New London, Bridgeport, Waterbury, and Hartford is required. WBDC requires all employees to provide proof of full COVID-19 vaccination. Qualified individuals seeking an exemption from this vaccination requirement may apply for a medical or religious exemption. The salary range is \$40,000 – \$45,000 plus benefits and is commensurate with experience.

### DUTIES AND RESPONSIBILITIES

This role is responsible for supporting the collection and communication of the organization's economic impact, by ensuring data integrity and producing reports that allow team to make key client services decisions.

- Responsible for client services data input and data organization, ensuring accuracy and confidentiality of all records
- Support the management of client database/CRM systems, and maintain database integrity, including leading database clean-up and maintenance
- Retrieve and organize data for staff to recruit for programs and services and inform program development, client engagement, and community partner and volunteer relationships
- Assist staff with data reporting and compliance for federal, state, and corporate/ foundation grants; help measure programs against organizational goals and commitments
- Support the development, implementation, and analysis of all surveys; responsible for cleanup of results to support effective analysis
- Manage, monitor, and implement the client intake process
- Engage clients to collect impact data and outcomes, including client testimonials
- Train staff in utilizing the client database

## QUALIFICATIONS

- Strong analytical skills and passion for data management
- Minimum 1 year of office work experience and Undergraduate Degree; coursework and/or experience in statistics, data management, data analytics, program evaluation preferred
- Keen attention to detail, and excellent organizational and communication skills
- Proficiency with Microsoft Excel, PowerPoint, Word, and Outlook
- Proficiency with database and customer relationship management systems a strong plus
- Team player with a passion for WBDC's mission, strong problem-solving approach, and desire to make data easier for team members to access and use to make informed decisions

## ABOUT US

Headquartered in Stamford, Connecticut with regional offices in New Haven and New London, the Women's Business Development Council (WBDC) is the statewide leader of entrepreneurial education for women. For 25 years, we have provided women with the skills, resources, and networks to succeed in business. WBDC has supported economic development by assisting in the creation, sustainability, or expansion of more than 6,500 businesses and 8,750 jobs, and helping businesses to access more than \$24,000,000 in loans and grants.

## HOW WE OPERATE

We are a team of 30 talented individuals who collectively deliver outstanding results through a high level of passion and commitment.

### **Please apply if you:**

- Possess an *Entrepreneurial Mindset* - creative, motivated, enthusiastic, energetic, and proactive
- Seek to inspire and empower those around you
- Prosper in a culture of teamwork and growth, and value collaboration
- Can think outside the box, pivot, and adapt to the organization's changing needs

## HOW TO APPLY

Interested candidates that are excited by this opportunity should email their cover letter and resume to [resumes@ctwbdc.org](mailto:resumes@ctwbdc.org). Please list WBDC Impact Specialist in the e-mail subject line. No phone inquiries.

## DISCLAIMER

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

## WBDC, INC. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

WBDC is committed to creating a diverse environment and is proud to be an equal opportunity employer. We welcome qualified applicants to receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.