



Women's Business Development Council

Non-Profit Data 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 in the small business sector. This position will be responsible for database input and management, reporting, and supporting the achievement of program & compliance goals. Reporting to the Impact Manager, the candidate 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.

This is a full-time role. At least two days/week (Tuesday, Wednesday or Thursday) will be worked from our Waterbury office, and the remaining days can be done remotely. Travel around the state and to our offices in Stamford, Hartford, and New London, as well as other locations across Connecticut, is required. The salary range is \$45,000 - \$50,000 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 government 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
- Present data trends and analysis to staff, in support of fostering a strong data culture
- 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, tendency to problem-solving, and desire to make data easier for team members to access and use to make informed decisions

ABOUT US

Headquartered in Stamford 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. WBDC's mission is to support economic prosperity for women and strengthen communities through entrepreneurial and financial education services that create and grow sustainable jobs and businesses across Connecticut. WBDC educates, motivates and empowers women to achieve economic independence and self-sufficiency. Since 1997, WBDC has educated and trained more than 18,900 clients in all of Connecticut's 169 towns—helping women to launch, sustain and scale over 14,000 businesses, create and maintain over 31,000 jobs in Connecticut, and access more than \$57 million in capital. Visit ctwbdc.org for more information.

HOW WE OPERATE

We are a team of 35 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, and energetic
- 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 company'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. 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.