Position Title:  
Data and Project Management Specialist

Reports to: VP of Strategic Programs  
Position Status: Full Time; Exempt

Direct Reports: None  
Location: Lansdowne, VA or remote

Position Focus

Data and Project Management Specialist (DPMS) supports the Strategic Programs of Care Net through the creation and analysis of data, reports, statistical tables, and surveys. Duties also include streamlining processes for data collection, management of online content, and submitting financial records. The DPMS is responsible for assessing, planning, and executing core projects for Care Net. This position will provide leadership in project management, research, and data analysis. In addition, this individual creates reports based on program needs, required deliverables and data obtained. The DPMS will work with executing changes and/or updates to projects/ tasks. This individual may also perform complex and confidential administrative related functions to ensure department operations flow smoothly.

Core Responsibilities

- Participates in the collection and presentation of pregnancy center affiliate statistics (annual national reports, state reports when requested and approved, and other reports as requested) in coordination with the Executive Director of Center Services
- Designs, deploys, and analyzes data from annual affiliate satisfaction survey in coordination with the Executive Director of Center Services.
- Designs, deploys, and analyzes data from periodic surveys to affiliates on relevant topics.
- Researches and develops reports based on publicly sourced data and/or internal data for use by internal and pregnancy center stakeholders.

Essential Job Functions

- Create and analyze data, reports, statistical tables, and surveys – 60%
- Create, manage, monitor, and track programmatic and project tasks – 20%
- Assess, plan and oversee management of special projects under the direction of President or VPSP - 10%
- Point of contact for staff collaboration for cross departmental and programmatic staff and tasks– 10%
- Provide administrative support related to the overall management of program(s) as needed – 5%
- Other duties as assigned – 5%
- With minimal oversight, will compile reports and summaries of work
- Updates, checks and completes records, forms and documents
- Coordinates with internal and external stakeholders to create or contribute to data-driven projects and reports according to given deadlines.
Conduct data analysis and synthesize and/or create reports and spreadsheets in Excel based on program needs or program deliverables, and in order to track program benchmarks and make recommendations for change.

Verifies accuracy of how Care Net and key external stakeholder reports present data that they have analyzed and creates or contributes to publicity pieces, such as blog posts, vlogs, and social media posts based on reports they have created.

Responds to affiliate questions related to pregnancy center reports that they develop and ensures such contacts are properly recorded in the affiliate database.

Processes monthly departmental invoices from third party contractors and vendors.

Creates monthly reports on Pregnancy Decision Line (PDL) metrics, including performance reports.

Creates call reports (meeting notes) for departmental meetings and conducts follow-up on action items.

**Conference and Other Events**

- Travels to and performs duties, as assigned, at the Care Net annual conference.

**Other Duties as Assigned**

**Position Requirements**

- Is a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
- Keeps Christ central in our individual and corporate lives and shares the Gospel of Jesus Christ. Attends and participates in daily staff devotions, regular prayer, and fasting.
- Possesses a strong commitment and dedication to Care Net’s pro-life position and related sexual purity/health issues.
- Agrees with Care Net’s Statement of Faith and Mission/Vision, and will seek to conduct him or herself according to the Core Values and Employee Conduct Policy.

**Qualifications**

- Is organized and detail-oriented with a strong aptitude for data and data integration.
- Has advanced skills and experience in organizing data in Microsoft Excel and Google sheets/slides using custom formulas, filtering, and charts.
- Strong technology aptitude; able to learn new systems and apps quickly and effortlessly.

**Preferred Qualifications**

- College degree
- Has experience customizing fields, reports, and dashboards in a Salesforce database
- Has experience in HubSpot CRM creating fields, email lists, and integrating fields with a Salesforce database.
- Has experience customizing websites built on WordPress

**Prepared By:** Vice President of Strategic Programs
Employee Acknowledgement: have read and understand the Position Description for the position I hold at Care Net. A copy of the Position Description has been given to me for my records. I acknowledge, understand and agree that:

1. It is for the purpose of information and to assist me in the performance of my position at Care Net.
2. It does not constitute an employment contract with Care Net.
3. It does not confer any rights for any employee.
4. It is subject to change at any time without prior notice.
5. It is the property of Care Net.

I understand and agree that my employment with Care Net is “at will” and may be terminated at any time, with or without cause, for any or no reason, and with or without prior notice.

Signature: ________________________________ Date: ________________________________

Original: Employee’s Personnel File Copy: To Employee Copy: Position Descriptions File