



POSITION DESCRIPTION

DIRECTOR DATABASE ADMINISTRATION

Type of Position: Full-Time (40 hours/week), Exempt
Work Site: Hybrid – Waterbury, VT/Home Office (between 1-3 days at main office per week)
Supervisor: Director of Member Relations
Pay Range: \$60,000 - \$90,000 (Director Level) budgeted for middle of range

Purpose: Build collective capacity to demonstrate impacts and satisfy funder requirements by facilitating data collection and reporting for key projects and partners that provide services to survivors of domestic and sexual violence and interventions for individuals who cause harm

Outcomes:

1. Vermont Network member organizations and Domestic Violence Accountability Programs (DVAPs) have access to robust databases that enable them to meaningfully document their work and engage in timely and accurate reporting.
2. Databases align with funder reporting frameworks and comply with federal and state requirements, such as those associated with Vermont's Results Based Accountability (RBA) framework, the Violence Against Women Act (VAWA) and HMIS-Comparable Databases (Homeless Management Information Systems).
3. Funders and allied service professionals understand the need for VAWA-compliant data collection.
4. Accurate data helps to produce a clear statewide picture of need and utilization of emergency housing and other services for survivors of violence, and domestic violence accountability programming.

Strategies:

- Oversee and enable statewide implementation of client and program services databases for Vermont Network member organizations (currently *Osnium Agency and Shelter*) and DVAP providers (currently *EmpowerDB*), including vendor relations with database providers.
- Provide database training, technical assistance, documentation, and user support.
- Support Vermont Network member organizations and DVAPs in reporting to key funders.
- Keep data entry and reporting functions up to date through project management, analyzing reporting requirements, developing specifications and other guidance, and collaborating with database vendors and users.
- Analyze data and utilization trends to assist in programmatic planning.
- Work with housing and other key partners to ensure policies and systems for Coordinated Entry and other essential programs are informed by accurate data and

responsive to the needs of domestic and sexual violence survivors and program participants.

Additional Activities

- Manifest in daily activities the core values of the organization.
- Use the Network's principles for Constructive Communication.
- Engage Member Organizations and the diverse voices of survivors, their families and communities to inform all activities.
- Represent the Vermont Network at statewide and national events or conferences as requested by the Executive Director.
- Participate in organizational development activities.
- Participate in efforts to achieve organizational goals for addressing racism and the intersection of racism with other forms of oppression.

Qualifications

- Any combination of education and experience equivalent to a Bachelor's degree.
- Capacity to work as part of a highly collaborative team that includes diverse perspectives and skillsets.
- Minimum 1-3 years' work experience in database management or administration including data entry and reporting.
- Exceptional administrative and analytical skills.
- Fluent in Excel and comfort with developing mastery of new technology.
- Experience with grant administration and reporting.
- Experience developing data reports, including analyzing data requirements, developing report specifications and testing report functionality.
- Experience with user experience and support for database platforms, including providing training and developing documentation and instructions for users.
- Strong commitment to survivors and the organizations that serve them and work on their behalf.
- Desire and ability to thrive in a nimble, flexible and dynamic organization.
- Familiarity with the EmpowerDB and / or the Osnium Agency and Shelter databases is a plus.

The Vermont Network strives to build a diverse and inclusive community. We believe that in order to support our Member Programs in their efforts to meet the needs of survivors and change the ways in which their communities think about and address domestic and sexual violence, we as an organization must honor the cultures, beliefs, and values of those we serve, and to foster an environment of mutual respect, acceptance and equal opportunity.

We are committed to building and maintaining a multi-cultural and diverse work environment which reflects diversity that exists among the people of Vermont.

The Vermont Network Against Domestic and Sexual Violence does not discriminate on the basis of race, gender, sexual orientation, religion, age, ability, or national origin.