



JOB DESCRIPTION

CLIENT RESEARCH AND RELATIONS ANALYST

PURPOSE:

The Client Research and Relations Analyst is responsible for data collection and database management for St. Vincent's Family Strengthening Program (FSP) and Fr. Virgil Cordano Center (FVCC). This position falls under St. Vincent's Development and Marketing Department. In addition, the Client Research and Relations Analyst conducts relevant research and engages with clients to better determine client needs and collect needed information for grant writing, grant reporting, and marketing. The Client Research and Relations Analyst serves under the Chief Development officer in accordance with the mission and philosophy of the Daughters of Charity of St. Vincent de Paul and the goals and objectives of St. Vincent's.

THE ORGANIZATION:

St. Vincent's is a Roman Catholic organization sponsored and operated by the Daughters of Charity of St. Vincent de Paul, which provides programs for children, families, and seniors that are based on community needs. St. Vincent's is the longest continuously operating human service agency in Santa Barbara. St. Vincent's began operations in 1858.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Demonstrates a passion and commitment for the Mission and Vincentian Core Values of St. Vincent's and the Daughters of Charity.
- Creates an atmosphere of enthusiasm and energetic commitment and serve as a role model in carrying out the Mission.
- Promotes and supports the attitudes, behaviors, knowledge, and skills necessary to work respectfully and effectively with others as well as demonstrates the ability to address the needs of those that St. Vincent's serves.
- Maintains a professional manner of dress and demeanor consistently when executing duties.
- Manages sensitive data and records while maintaining uncompromising confidentiality.
- Identifies and develops innovative strategies to optimize accurate data collection and management.

- Creates new databases, evaluation tools, and surveys as needed to evaluate programs and collect client data for use in program evaluations and grant writing.
- Researches the county-wide service environment affecting St. Vincent's program services and keeps apprised of available collaborating and funding opportunities.
- Grant-writing and other duties as assigned.

QUALIFICATIONS:

- College degree in a writing-intensive and data-and-evidence-based field such as History, Political Science, Statistics, or related field required.
- Experience in managing data and interpreting evidence in constructing informative narratives.
- Strong/Excellent writing and oral communication skills required.
- Strong/Excellent interpersonal and presentation skills.
- Ability to read, write and communicate effectively in English.
- Must possess exceptional time management and detail-orientation skills.
- Ability to manage multiple assignments and projects independently and simultaneously in an organized fashion.
- Possess excellent organizational skills.
- Commitment to the organization's mission, vision and values, and a clear understanding of the organization's programs and services.
- Must possess ability to work with all levels of staff, clients, volunteers, and donors.
- Strong/Excellent proficiency on PC computers and software (Microsoft Office, Adobe Creative Suite, Bloomerang, WordPress, and other software as applicable).
- Ability to work within a team and provide support to team members.
- Ability to perform in cross-functional team approach and job responsibilities.
- A multi-tasker with strong ability to work under pressure.
- Is conscientious in follow-through in job responsibilities.
- Has the ability to be a self-starter and meet deadlines.
- Ability to prioritize work, meet deadlines, and produce quality results on time with attention to detail.

Must pass criminal background fingerprint check and pre-employment negative TB test. The COVID-19 vaccination is a requirement for this position.

Full-time role, 8am – 5pm, Monday through Friday.

Position is exempt, salaried.

Compensation: \$70k - \$80k (annually)

EXCELLENT BENEFITS

Health Insurance °Dental Insurance °Vision Insurance

Life Insurance - \$50,000

Retirement Plan - 403(b) and 401(a)

Gym Membership

Paid Holidays - 13 Holidays per Year

Paid Time Off (PTO)

Paid Bereavement Leave

Paid Jury Duty Leave

100% Generous Preschool Enrollment Discount at our Center

Education Reimbursement up to \$1,000 per quarter/semester

Job Signing Bonus - 5% of Annual Salary

Referral Bonus - \$500 per Successful Job Referral

Transportation Benefit - Paid Mileage to and from work from home

Wellness Days - Four (4) paid wellness days to all benefits eligible Associates per calendar year.

TO APPLY: Please email a cover letter and resume to: hr@sv-sb.org.

NO PHONE CALLS OR WALK-INS PLEASE.

Opened in 1858 by the Daughters of Charity of St. Vincent de Paul, St. Vincent's is a Roman Catholic organization serving the needs of the Santa Barbara Community. For more information regarding St. Vincent's and its mission, please view our website at <https://www.stvincentssb.org/get-involved/careers/>.