



of Metropolitan Dallas

**Position Title:** Director of Outreach and Impact Data

**Category/FLSA Status:** Full-time, Exempt

**Supervisor:** Vice President of Program Services

**Supervises:** Eureka Coordinator, Outreach Facilitator Lead

**Position Summary:**

This position is responsible for the oversight, management and implementation of all outreach programs for girls and volunteers, as well as the management of the Trax8 database system. Outreach programs in schools and with partner organizations are integral to the delivery of the Girls Inc. Experience. Further, volunteers are an important part of support to Girls Inc. programs and developing a unique experience for our girls. Collecting and analyzing data is integral to telling the story of the Girls Inc. program impact and critical to program and process improvement.

Outreach for Girls

- Develop partnerships with schools and community organizations to provide Girls Inc. programming.
- Ensure all goals and objectives of the outreach programming for girls are being met.
- Serve as primary contact for all outreach programs with schools and partner organizations.
- Meets periodically with parents to interpret programs and keep them up to date on agency projects and programs. Interprets the agency goals to them.
- Counsels girls individually or collectively, and makes referrals as needed.
- Stimulates interest and enthusiasm within the community for agency activities and interprets agency programs to interested individuals and groups.
- Initiates and cooperates in inter-agency collaborative efforts that serve girls and to serve as an advocate for girls in the community.
- Participates in staff meetings and conferences to share ideas and concerns, and works collaboratively with other staff to meet agency goals and achieve staff objectives.

Outreach for Volunteers

- Develop, promote, and maintain a wide range of volunteer opportunities within the organization.
- Survey staff regularly to assess needs for volunteer assistance.
- Recommend the most efficient use of volunteers, appropriate volunteer/supervisory mix, and future workforce needs to support volunteer program operations.
- Recruit, interview and place applicants for volunteer work.
- Conduct and/or arrange for volunteer orientation and training and schedule all volunteer activity.
- Develop and manage volunteer policies, procedures, and standards of volunteer service Assess visitor feedback received through comment forms.
- Evaluate all aspects of volunteer programs to ensure effectiveness and to recommend/implement changes as appropriate.
- Maintain accurate records, enter into Raisers Edge and provide timely statistical and activity reports on volunteer participation.
- Attend recruiting events and speaking engagements within the community, and at corporations to attract qualified candidates.
- Provide ongoing support and guidance for volunteers.

## Collecting and Managing Program Impact Data

- Collect, and track all program data.
- Enter all client related data into Trax database within established deadlines of monthly goals.
- Collaborate with National Girls Inc. staff to ensure proper data collection and reporting.
- Prepare accurate and timely reports as needed for grant proposals, reports and organizational planning purposes.

### **Minimum Qualifications:**

- Bachelor's degree, with courses in social work, education, recreation, psychology, and/or sociology preferred; special consideration may be given for equivalent experience and personal qualifications in lieu of degree.
- Experience in database management, maintenance, and reporting.
- Work experience in youth services or related field.
- Experience in volunteer management.
- Ability to make public presentations to diverse audiences.
- Skill in working with diverse clients, staff, and communities; ability to facilitate cooperative work.
- Ability to communicate with youth and foster their involvement and participation in program planning, problem solving, and decision-making.
- Ability to develop, implement, and coordinate multi-faceted programs that are responsive to volunteers' needs and interests.
- Ability to inspire, stimulate, and encourage creativity and innovation.
- Knowledge of Microsoft Office programs.
- Possess reliable transportation and a valid Texas driver's license.

### **Preferred Qualifications:**

- Bilingual in Spanish.
- BA or BS degree in related field.

### **Physical Requirements and Work Environment:**

This position requires the ability to operate phones, computers, and other office equipment, and the physical ability to perform light lifting. This person must be able to communicate effectively with program participants. Work is performed in an office or classroom setting. This person may be required to travel to various locations throughout Dallas County. This person must also be able to perform data entry for up to four hours at a time. Generally, the working conditions have little or no exposure to extremes in safety hazards or hazardous materials.

### **Equal Employment Opportunity:**

Girls Inc. of Metropolitan Dallas provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, genetic information, or any other discrimination prohibited by law. The agency complies with all applicable federal, state, and local laws, regulations, and ordinances prohibiting employment discrimination.