



**Position:** Impact Data Manager (Temporary Position)  
**Reports to:** Chief Development Officer (CDO)  
**Position type:** Temporary full-time, exempt (4-6 months)  
**Department:** Fund Development and Communications

Working Solutions (WS) is a certified, nonprofit Community Development Financial Institution (CDFI) that provides affordable capital, customized business consulting, and community connections for underserved entrepreneurs – primarily low-income individuals, women, and people of color – to start and grow thriving local businesses in the San Francisco Bay Area. Specializing in start-up and early-stage financing, WS creates economic opportunity, builds financial self-sufficiency through entrepreneurship, and promotes microenterprise growth to strengthen the local economy, create jobs, and build resilient communities. Since 2005, WS has deployed over \$18 million in microloans with a 96% repayment rate to local entrepreneurs.

### **The Opportunity**

This temporary position will provide coverage for select responsibilities of the Director of Compliance and Impact (DCI) while she is on maternity leave. This position reports to the Chief Development Officer (CDO). This position is based in San Francisco.

### **Key Duties**

- Support CDO and CEO in applying for grants and earned income opportunities
- Manage all portfolio and impact reporting for internal leadership, external funders, and other regulators or partners; this includes regular data monitoring and analysis for accuracy and trends with support from the Fund Development and Impact Associate
- Serve as Project Manager for annual U.S. Treasury CDFI Fund application and reporting processes, including overseeing complex data and reporting requirements among staff, C-suite, and external consultant
- Serve as Evaluation Project Manager for our Entrepreneurs of Color Fund program, including close collaboration with two partners and external consulting firm

### **Qualifications**

- Excellence in Salesforce and Microsoft Office Suite with exceptional Excel skills
- Minimum seven (7) years of work experience in data and impact measurement, and/or similar areas, and ideally, fund development experience
- Superior analytical and organizational skills; extremely detail-oriented and accurate with numbers
- Experience working with CDFIs, microfinance, or similar community development organization(s) a plus
- Extensive experience executing complex and long-term projects with multiple stakeholders
- Independent worker; ability to prioritize deadlines and responsibilities effectively with minimal oversight
- Flexible; ability to change direction or priorities easily and with grace

**Application Deadline:** *Friday, January 11, 2019*

Please email resume and cover letter with the subject line “Impact Data Manager” to [jobs@workingsolutions.org](mailto:jobs@workingsolutions.org). *No phone calls please.*

Working Solutions is an Equal Opportunity Employer.