



Position Title: Impact Coordinator

Supervisor: Director of Policy, Impact & Innovation

Classification: Exempt

Are you looking for a career where you can use your experience and initiative to help make a difference in people's lives? Come join the cdcb | come dream. come build. team!

Founded in 1974, cdcb | come dream. come build provides safe, sanitary affordable housing to the citizens of South Texas, and is one of the largest non-profit producers of single-family housing for homeownership in Texas. cdcb is a multifaceted affordable housing organization devoted to utilizing collaborative partnerships to create sustainable communities across South Texas through quality education, model financing, efficient home design, and superior construction.

Our dedicated team members work to improve the lives of low to moderate families and individuals to grow wealth and improve families educational, housing, and financial security. We offer industry competitive compensation, excellent benefits with a five-decade old firm. cdcb is an inclusive and exciting work environment. We are looking for a knowledgeable and self-motivated individual to join our team.

Summary of Position

The Impact Coordinator is directly responsible for the development, management, and administration of internal cdcb reporting. This individual will work alongside the Quality Control and Compliance Manager to oversee the generation and submission of all reports to external funders, intermediaries, and regulatory agencies and to produce reports that are consistent with the organization's vision, policies, and procedures, and in compliance with regulatory and funding requirements. This position is responsible for coordinating all program specific reports, maintaining the client management system, and analyzing internal data to improve program efficiency and outcomes. The ideal candidates must possess excellent time management and communication skills and the ability to work independently to ensure that all reporting activity is conducted in a manner to optimize project implementation, efficiency, and outcomes, and according to established deadlines.

Responsibilities

- Effectively manage, further develop, implement, and evaluate cdcb's internal reporting workflows.
- Complete all weekly, monthly, quarterly, semi-annual, and annual internal and external reports as well as create specialized reports upon request.

www.cdcb.org

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Brownsville, Tx 78520





- Ensure that Outcome Tracker (or an alternative Client Management System) and JotForm are utilized effectively to track, maintain, and report program and client data in compliance with all funders and regulatory agencies, internal review, and other contracts.
- Prepare reports as requested to support grant applications and to address inquiries from internal and external sources.
- Represent cdcb during meetings related to outcome measurement and reporting and events to enhance cdcb's presence as an industry leader.
- Ensure that cdcb meets the highest standards for delivering timely comprehensive reports across all lines of business.
- Maintain knowledge of all regulations and guidelines pertaining to reporting.
- Verify and analyze the accuracy of all data and information generated through the data collection process and work to resolve discrepancies.
- Coordinate reporting calendar and assess impending deadlines with each line of business leader to ensure successful submission of program specific reports.
- Generating insights and appealing visualizations.
- Solving computation and statistical problems over large complex datasets.
- Other Duties as Assigned

Requirements

- Self-directed and well organized with a demonstrated ability to handle multiple projects and deadlines simultaneously
- Dynamic personality with extensive experience analyzing data and developing reporting narratives
- Excellent written and verbal communications skills
- Critical, analytical, and creative thinking skills
- Proficient with the internet, computer software, client management systems and remote technology (Microsoft Office, Adobe, Outcome Tracker, MS Excel etc.)
- Programming experience with languages such as Python
- Ability to adopt new data management and reporting technologies and to train staff to use them effectively.
- Ability to represent cdcb in a professional and exceptional manner
- Flexibility to work outside normal business hours and travel when necessary

Qualifications

- Bachelor's Degree or 5 years relevant experience in information Systems, Computer Science, or related field.
- Ability to work independently and adapt to non-traditional work hours (including evenings and weekends).

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Compensation and Benefits

Salary is commensurate with experience.

- Base Salary - \$38,000 to \$41,000.
- Bonus – Up to 10% of salary (based on production goals met).

Benefits:

- 100% of premium for health, vision and dental benefits paid by cdc b.
- 401K retirement plan (no match required)
- Short term disability insurance
- 11 paid holidays
- Vacation - based on length of service
- 10 personal days annually

To apply submit resume and cover letter to: ksaldana@cdcb.org

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