**Compliance and Evaluation Specialist**

**who WE are**

* We’re The SAFE Alliance, a merger of Austin Children’s Shelter and SafePlace.
* We’re a registered, 501(c)3 nonprofit organization, spanning two beautiful campuses on several acres in beautiful Austin, Texas.
* We’re a diverse, passionate group of more than 335 staff with a vision of a just and safe community, free from violence and abuse, and a mission to lead in ending sexual assault and exploitation, child abuse and domestic violence through prevention, intervention, and advocacy for change.

• Our staff were named “Every Day Superheroes” by the Austin Chronicle and we’re a two-time Austin-American Statesman’s “Top Workplace” winner for years 2015 and 2016.

**who YOU are**

* You’re a strong believer that all people should have lives that are free from violence and abuse.
* You’re someone who cares about positive client and customer relations. You build strong relationships, and you deliver effective client and customer-centric solutions.
* You’ve are impeccable decision maker. Your decisions are timely, and they’ll help the organization move forward.
* You value differences, recognizing that different perspectives and cultural diversity make the world a better place to be.
* Your interpersonal skills are on point. You easily relate openly and comfortably with very diverse groups of people.
* You’re resilient, rebounding from setbacks and adversity with both poise and ease.
* You’re resourceful. You know how to secure and deploy resources both effectively and efficiently.
* You’re trustworthy. You gain confidence and the trust of others through integrity and forthright honesty.

**what WE need YOU to do for us**

We need you to fill the role of Compliance and Evaluation Specialist. This is a FULL TIME, NON-EXEMPT position. You’ll wow us by masterfully performing the following primary key duties and responsibilities:

* Assists with governmental grant pre- and post-award administrative and compliance functions, including but not limited to ensuring that the organization fulfills contractual requirements, analyzing data and drafting/editing narrative for program performance reports, managing grant closeout procedures, and maintaining quality systems.
* Ensures accountability, checking that information collected and reported is accurate, consistent, complete and timely. Attention to detail is critical.
* Works with Directors across agency to develop logic models, impact/evaluation plans, refine or develop new evaluation tools and collect data to support the organizational mission and vision, funder requirements and internal department/agency goals.
* Helps design transparent, standardized measurement tools focused on the organization’s core outcome areas, which can be used to disseminate broad information on the impact and effectiveness of the agency as a whole.
* Assesses agency training needs pertaining to program evaluation and provides training and/or coaching as needed to direct and non-direct service departments surrounding program evaluation.
* Assists with analyzing mid-year and year-end metrics and developing overview reports.
* Helps prepare for monitoring visits and may act as a liaison with governmental funders under the direction of the Chief Quality Officer.
* Engages in special projects as needed.

**to be successful in this role, WE’LL need YOU to**

* Possess a Bachelor’s degree (Master’s degree preferred) or equivalent experience
* Have 2+ years of experience (preferred) in grants and contract management and program evaluation activities in non-profit settings.
* Have proficiency with Microsoft Word and Excel.
* Be knowledgeable of issues and systems related to child abuse, sexual abuse and exploitation, domestic violence and homelessness preferred.
* Possess excellent written and oral communication and listening skills.
* Have prior experience working in a victim service organization (preferred).
* Be bilingual (English/Spanish) – preferred.
* Pass all required criminal history background checks (including an FBI fingerprint check), as well as submit to a pre-employment drug screen and TB test.
* Adhere to our Guiding Principles, Mission, Core Competencies and Confidentiality Policy.

**how WE’LL make it worth YOUR while**

* We will pay you an annual salary of $40,500-$42,500.
* We’ll pay for your medical, life and short-term disability insurance.
* We will give you 15 accrued paid time off days in the first year, and 22 days in the second year, capping out at 30 days after year seven.
* We’ll pay you for our six agency holidays and four additional personal holidays to be used at your discretion.
* We’ll contribute 2% to your 403(b) retirement, and we’ll kick in an additional 1% if you agree to match it.
* We understand that you have commitments outside of the workplace, and we’ll do our very best to offer you some flexibility in your work schedule.
* We’ll offer you discounted day care for your kiddos at one of our two onsite day care centers, as enrollment allows.
* We’ll provide you with an amazing work environment where you’ll get to make a difference every day.

**to apply**

* You don’t need to call us, just follow the link below.
* We promise we’ll get in touch with you by phone or email.
* Here’s the link to apply: <http://jobs.safeaustin.org/apply/WaHVZ1Fm51/Compliance-And-Evaluation-Specialist?source=TNOYS>