



Management Analyst

Job Code:	FCC
Job Title:	Management Analyst
Posting Title:	Management Analyst
Job Location:	Alexandria, VA

Job Description Summary:	Serves various roles within the organization including data management, human resources support, fiscal management and business development. Provide quality control for aspects of Fathers in Tech including case management and grant management.
Responsibilities:	<ul style="list-style-type: none"> ● Develops and creates data collection plan, establishes data collection logistics, and organizes equipment support. ● Team lead for Fatherhood Continuous Quality Improvement Team ● Provides data reports, analysis, and data visualization. ● Provide human resources support including employee recruitment, onboarding, and training. ● Manages financial processes including procurement, invoicing and financial reporting

Additional Responsibilities for Posting:	<ul style="list-style-type: none"> ● STEM Program Coordinator ● Support Special Events ● Project management ● Supports business development including customer relations, identifying grants and contracts, and proposal development.
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Required Skills:	<ul style="list-style-type: none"> ● Demonstrates understanding of psycho-educational treatment and principles of a therapeutic community. ● Keen ability to establish therapeutic alliance. ● Excellent interpersonal skills and can interact with all levels of staff, consumers, and outside service providers. ● Ability to understand and perform written and verbal instructions with excellent communication skills. ● Attention to detail with excellent organizational skills. Ability to handle multiple tasks in a fast-paced environment with the ability to work independently or as part of a team. ● Willingness to take initiative and bring projects to closure.
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Management Analyst

	<ul style="list-style-type: none"> • Possesses strong project management skills. • Analyzes and synthesizes data, develops reports, and recommends process/practice improvements.
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Required Education:	Bachelor's Degree – human service, education, workforce, finance
Preferred Education:	Master's Degree
Required Experience:	1-3 Years - Minimum of 2 years experience working in human services, education, mental health, or substance abuse services;
Preferred Experience:	4-6 Years
Required Knowledge:	Basic knowledge of Microsoft Office suite.
Preferred Knowledge:	NA
Required Certification(s):	Must possess a valid driver's license with a clean driving record.
Preferred Certification(s):	NA

Salary Grade Range:	60,000 – 80,000
Market Rate:	72,000
Target Salary Range:	\$72,000-\$75,000