



Strategic Impact Associate

Pay: \$22.00-\$28.00/hour

Job Types: Part-time (15-20 hours/week, Hybrid Remote)

ABOUT ALBION FELLOWS BACON CENTER:

Albion Fellows Bacon Center is a survivor-centered nonprofit dedicated to providing safety, healing, and hope to survivors of domestic violence, sexual assault, stalking, and human trafficking. Through emergency shelter, mobile advocacy, prevention education, and community collaboration, Albion works to create a safer, more equitable community for all.

POSITION SUMMARY:

Are you passionate about using data, storytelling, and strategic insights to strengthen community impact? We are seeking a detail-oriented and mission-driven Strategic Impact Associate to help measure, communicate, and expand the impact of Albion Fellows Bacon Center's programs and services. This role serves as a bridge between program operations and advancement efforts, transforming outcomes, success stories, and performance data into meaningful information that supports fundraising, grant compliance, community engagement, and organizational decision-making.

Grounded in trauma-informed practices and a commitment to ethical data stewardship, the Strategic Impact Associate helps ensure that the experiences of survivors are reflected accurately, respectfully, and powerfully. The ideal candidate is someone who enjoys both analytical work and storytelling, understands the value of data-driven decision-making, and is passionate about helping nonprofit organizations demonstrate measurable impact to donors, funders, and the broader community. This position is primarily remote with regular opportunities for in-person collaboration and organizational engagement.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- **Translate Data Into Impact Stories**
Transform program outcomes, statistics, and organizational data into compelling narratives, impact reports, success stories, fact sheets, presentations, and donor communications that demonstrate the effectiveness of Albion's work.
- **Support Organizational Data Management**
Maintain systems that track program outcomes, service delivery data, grant performance measures, and key organizational metrics. Help ensure information is accurate, complete, consistent, and useful for decision-making.

- **Analyze Outcomes and Program Performance**

Review quantitative and qualitative data to identify trends, measure effectiveness, evaluate progress toward goals, and support continuous organizational improvement.

- **Develop Reports and Dashboards**

Create reports, visualizations, scorecards, and dashboards that help leadership, staff, board members, and funders understand organizational performance and community impact.

- **Support Grant Reporting and Compliance**

Coordinate the collection of outcome data for grant-funded programs and assist in preparing accurate, timely reports that meet funder requirements and demonstrate program success.

- **Collaborate Across Departments**

Work closely with program, operations, and advancement staff to ensure outcome measurements accurately reflect service delivery and organizational priorities while promoting a culture of learning and accountability.

- **Maintain Data Integrity and Confidentiality**

Handle sensitive client and organizational information with professionalism, ensuring confidentiality, data security, and compliance with agency policies and funding requirements.

- **Contribute to Strategic Growth and Innovation**

Support organizational planning, evaluation, fundraising, communications, and strategic initiatives through research, analysis, and data-informed recommendations.

QUALIFICATIONS

The ideal candidate combines strong analytical skills with a passion for mission-driven work. They are comfortable working with data while also translating information into meaningful stories and insights that support fundraising, program improvement, and strategic decision-making.

Required

- Associate's degree and a minimum of two years of experience in data management, reporting, grant administration, program evaluation, research, communications, or a related field.
- Strong attention to detail and commitment to data accuracy, integrity, and confidentiality.
- Excellent written and verbal communication skills, including the ability to present complex information in a clear and engaging manner.
- Strong organizational and project management skills with the ability to manage multiple priorities and deadlines simultaneously.
- Proficiency in Microsoft 365 applications, particularly Excel, Word, PowerPoint, and Outlook.
- Ability to work independently in a remote or hybrid environment while maintaining accountability and responsiveness.
- Valid driver's license and ability to pass required background checks.

Preferred (But Not Required)

- Bachelor's degree in nonprofit management, public administration, communications, social sciences, data analytics, evaluation, research, statistics, or related field.

- Experience with grant administration, outcomes reporting, performance measurement, or program evaluation.
- Experience creating reports, dashboards, infographics, or data visualizations.
- Experience using CRM systems, databases, case management software, or reporting platforms.
- Experience working in a nonprofit, human services, education, healthcare, or community-based organization.

Skills and Attributes

- Strong analytical thinking and problem-solving abilities.
- Ability to translate data and statistics into compelling stories and actionable insights.
- Strong written communication skills for donor communications, grant reports, and impact narratives.
- Ability to identify trends, gaps, and opportunities for program improvement.
- Effective collaboration skills and the ability to work across multiple departments.
- High level of initiative, self-direction, and continuous learning.

Trauma-Informed and Mission-Aligned Attributes

- Understanding of trauma-informed practices and survivor-centered service philosophies
- Commitment to ethical data collection, confidentiality, and respectful representation of survivor experiences.
- Ability to balance objective analysis with empathy and mission awareness.
- Commitment to Albion Fellows Bacon Center's mission, values, and culture of continuous improvement.

Work Style and Approach

- Curious, detail-oriented, and highly organized.
- Comfortable working with both numbers and narratives.
- Able to work independently while maintaining strong communication and collaboration with colleagues.
- Passionate about using information and evidence to strengthen organizational impact and community outcomes.

WORK ENVIRONMENT & SCHEDULE

This is a part-time hybrid remote position, averaging 15 to 20 hours per week. While most work may be performed remotely, the Strategic Impact Associate is expected to participate in regular in-person meetings, trainings, collaborative work sessions, organizational events, and other activities that support cross-departmental collaboration and mission advancement.

The position works closely with both the Advancement and Programs and Operations teams and requires frequent communication with staff, leadership, funders, community partners, and other stakeholders. Success in this role requires the ability to work independently, manage multiple priorities, and maintain productivity in a remote work environment while meeting deadlines and reporting requirements.

Occasional evening or weekend hours may be required to support fundraising events, strategic planning activities, board meetings, grant deadlines, community engagement opportunities, or other organizational needs. Limited local travel may also be required.

The role involves extended periods of computer-based work, including data analysis, report preparation, virtual meetings, and written communication. The Strategic Impact Associate must maintain confidentiality, data security, and professional standards while handling sensitive client, donor, and organizational information.

Albion Fellows Bacon Center offers a collaborative, mission-driven work environment where data, storytelling, and continuous improvement come together to strengthen services for survivors and advance the organization's impact throughout the community.

WHY JOIN ALBION FELLOWS BACON CENTER?

Join a mission-driven team committed to safety, healing, and justice for survivors of domestic violence, sexual assault, stalking, and human trafficking. Albion Fellows Bacon Center integrates Housing First, Voluntary Services, and Trauma-Informed Care models to provide a comprehensive, survivor-centered response that honors survivor choice and promotes long-term healing.

Albion Fellows Bacon Center is an Equal Opportunity Employer.

APPLICATION QUESTIONS

1. This position is responsible for turning data into meaningful stories and insights. Can you describe a time when you used data, metrics or outcomes to communicate the impact of a program, project or organization? What was your approach?
2. Tell us about your experience collecting, managing, or analyzing data. What systems, databases, spreadsheets, or reporting tools have you used, and how did you ensure accuracy and quality?
3. This role supports grant reporting and performance measurement. Have you ever been responsible for reporting outcomes, tracking performance measures, or preparing information for funders, leadership, or stakeholders? If so, please describe your experience.
4. Because this position works with sensitive survivor and organizational information, maintaining confidentiality is critical. How do you ensure confidentiality and ethical handling of sensitive data in your work?
5. What interests you about working for Albion Fellows Bacon Center, and how do you see data, evaluation, and storytelling contributing to services for survivors of domestic violence, sexual assault, stalking and human trafficking?

Interested candidates, please send a cover letter, resume and answers to the above questions to LeslieJ@albioncenter.org for consideration.

No phone calls, please.