

July 26, 2019

Job Announcement

Data and Technology Supervisor

Mobilization for Justice (MFJ), a non-profit organization that provides free civil legal services to low-income New Yorkers, is seeking a skilled professional to serve as the Supervisor of its Data and Technology Department. The Supervisor will report to the Director of Contract Management & Compliance, and work closely with Development and Fiscal staff to administer the data and technology needs of MFJ and supervise the MFJ Grants and Contracts Specialist. The Supervisor will have a wide range of responsibilities related to grant and contract administration, including creating systems for tracking goals and data, ensuring compliance with contract requirements, and preparing reports for a wide range of contracts across diverse practice areas and with different funders and agencies. The Supervisor will also be responsible for technology related to website and social media sites. Specifically,

Responsibilities include, but are not limited to:

1. Supervising and assisting with grant/contract program client eligibility verification and assembling of documentation required by funders, as needed.
2. Supervising and assisting with extracting grant/contract program information from client files and casehandlers and entering the information into internal case management systems and databases.
3. Supervising and assisting with entering and uploading grant/contract program data into case management systems and databases maintained by funders, as needed.
4. Supervising and assisting with monitoring distribution of case funding code designations and making recommendations to Directors of Litigation and Supervising Attorneys to assign cases to particular funding codes so as to maximize contract compliance.
5. Supervising and assisting with designing, implementing and monitoring systems designed to prevent duplicative reporting to government funders and ensuring no occurrence of same.
6. Supervising and assisting with monitoring contracts that are gauged by hours reported to achieve maximum effective and efficient distribution of cases among qualifying funding codes while avoiding duplicative reporting.
7. Supervising and assisting with monitoring and analyzing grant/contract performance and presenting such data in various forms – *e.g.*, narratives, charts, pie charts, bar graphs – as needed.

8. Supervising and assisting with obtaining information and data from casehandlers, the Fiscal Department, the Development Department and other staff to meet grant/contract-related needs and deadlines.
9. Supervising and assisting with Legal Server or other case management system technicians to ensure reports are created and modified to capture all required data for grants and generate custom reports providing these data elements, which includes working with management and staff to develop forms for data collection and strategies for reporting.
10. Supervising and assisting with LegalServer or other case management system technicians to create and modify reports to analyze demographic and other trends over time, by borough, geographic area, etc. for a variety of organizational needs.
11. Supervising and assisting with preparing statistical and narrative grant reports.
12. Monitoring and ensuring compliance with grant reporting deadlines.
13. Gathering requested data and participating in annual audit and funder audits, as needed.
14. Coordinating the creation of written and oral presentations on grant performance and related subjects, as needed.
15. Ensuring the timely publication of new/updated content and supervising changes to website and other social media platforms.
16. Administering the LegalServer case management system so that it continues to meet the organization's needs.

Requirements:

- College Degree (minimum), MBA, MPA, JD (preferred)
- Experience with LegalServer or other case and grant management systems
- CGMS certificate or graduate coursework in grants management (preferred)
- Minimum two (2) years relevant experience, at least some of which in a non-profit environment, preferably at an organization providing direct services
- Experience managing city, state, and federal funding (preferred)
- Proficient in applying technology to work processes
- Strong Excel skills
- Excellent written and oral communication skills
- Detail oriented
- Strong problem-solving skills
- Collaborative approach
- Strong commitment to social justice

- Interest and experience working with and supporting diverse, low-income communities

Salary: Commensurate with experience, with excellent fringe benefits.

Applicants should submit a cover letter, resume and writing sample addressed to Anu Garfield, Director of Contract Management, and transmitted by e-mail to agarfield@mfjegal.org by August 12, 2019. Early applications are appreciated. Interviews will be conducted on a rolling basis. No telephone calls please.

For further information about MFJ, please go to www.mobilizationforjustice.org.

MOBILIZATION FOR JUSTICE IS AN EQUAL OPPORTUNITY EMPLOYER.
People of color, women, people with disabilities, gay, lesbian, bisexual and transgender people are welcome and encouraged to apply.