

# NONPROFIT TECHNOLOGY CONSULTANT

Social & Economic Justice Leaders Project (SEJ) is seeking a proactive, experienced temporary consultant, who will work to provide strategic insight into effective technological systems for goal tracking and data collection, as well as the migration of SEJ's data to the software.

## **Ideal skills/ experience with the following for a nonprofit organization:**

- Implementing new tech solutions
- Creating a strategy to use data to improve a nonprofit's efforts
- Managing a major data migration, including migration and clean-up
- Software implementation and customization; customizing software to incorporate key functionality needed for success - including automations and various integrations (I.E. Zaper, Mondays, Airflow)
- Training staff to navigate tech solutions effectively
- Familiarity with nonprofit goal tracking, program evaluation and other operational management processes is preferred

## **Purpose:**

- To provide strategic insight into the best technological operations practices
- To effectively **structure database** and migrate data into a software format that non-design staff can readily access.

## **Outcomes:**

- All requested data is migrated from excel sheets into a new Software that is easily accessible and manageable for all staff regardless of their technical and design abilities.
- SEJ will be set-up with effective systems to track qualitative data in order to make programmatic decisions and communicate SEJ's impacts to key stakeholders.

## **Scope of Work:**

### *Deliverables:*

#### **1) Annual goal tracking & program evaluation**

- a) Review SEJ's provided data and current systems, recommend, and implement a software that SEJ can use to track goals and easily evaluate programs and services. Format should include the ability to track:
  - i) Annual work planning document, that can be sorted through various filters such as quarterly deadlines, programs covered by a specific funder, etc.
  - ii) Program evaluation/logic model for tracking progress of SEJ's goals and outcomes
  - iii) Effective ways to evaluate quantitative and qualitative results through dashboards and graphs

## **2) Creation of a CRM development database**

- a) Data migration of all grant deliverable information, funder contact information and funder touch-points. At least 50 + contacts related to the fundraising database.
- b) Separate dashboard to include grant tracking information

## **3) Participation tracking**

- a) Part of SEJ's strategy is organizing multi-organization convenings. We need to migrate our excel participation database to a software so we can better filter categories, manage contacts and create distribution lists. There are currently 300 + contacts in our participant list (this includes fundraising contacts as well.)

### **Timeline:**

Ideally beginning in October

Weekly check-ins with Operations Director until completion