

**Community Foundation of the Virgin Islands**  
**USVI KIDS COUNT Project Manager**  
**Position Description**

**Overview**

The Community Foundation of the Virgin Islands is a grantmaking organization with assets of \$20 million, whose mission is to enhance the educational, physical, social, cultural and environmental well-being of the people of the US Virgin Islands. The Foundation encourages individuals, families and corporations to build permanent endowments to support the causes they care about and the broad charitable needs of the community. For more than 25 years the Community Foundation of the Virgin Islands has been a catalyst for positive change in the Territory through initiatives committed to youth, learning, family support and the environment. Most recently, CFVI has been serving as a vehicle for receiving and distributing funds to support hurricane relief efforts throughout the Territory. In addition to providing administrative oversight to over 100 named funds and programs, CFVI is focused on meeting the emergency, intermediate and long-term needs of children, youth and families in the aftermath of two Category 5 hurricanes. For more information about CFVI see [www.cfvi.net](http://www.cfvi.net)

CFVI is a longstanding member of the KIDS COUNT Network established by the Annie E. Casey Foundation. Our KIDS COUNT work involves collecting, analyzing and communicating data on the health, education, and economic well-being of children in the USVI to help shape public policy debates to improve the lives of children and their families.

**Objectives:**

The KC Project Manager reports directly to the Director of Grants and Programs and also works closely with CFVI President. She/he is responsible for the day-to-day and long-term development, planning and production of the USVI Kids Count data book, as well as other policy reports, and providing updates to the KIDS COUNT Data Center. The ideal candidate must be experienced in the use of data and research; have a background in public policy, social research, or a related field; and have strong written and verbal communications skills.

**Primary Responsibilities:**

- Collect, track and analyze relevant data from local agencies, national organizations, federal agencies, and other sources to assess trends on the well-being of children.
- Track local and federal legislation related to children and families, and identify opportunities for education, advocacy, etc.
- Maintain updates to the KIDS COUNT Data Center by gathering and uploading relevant local data.
- Develop and write KIDS COUNT reports and other policy reports.
- Develop infographics for use in KIDS COUNT work.
- Manage social media and other media and communications related to KIDS COUNT efforts.
- Promote the KIDS COUNT reports through communications and outreach efforts.
- Serve as the staff liaison to the Annie E. Casey Foundation's national KIDS COUNT project.
- Participate in KIDS COUNT training events.
- Assist in responding to requests for data and information from policymakers, community organizations, media and the general public.
- Create and deliver presentations regarding KIDS COUNT data and other relevant statistical trends.

## **Skills**

- Demonstrated ability to be well-organized and work independently, with the proven ability to multi-task, set work priorities, track projects and meet deadlines.
- Strong written and oral communication skills.
- Knowledge of issues facing children, families and communities, including family economic security, education, health, demographics and child welfare.
- Technologically knowledgeable, with a fluency in computer applications including database software and word processing applications: information management systems, e-mail, internet searches, database and presentation software (such as MS Word, Excel, PowerPoint, Publisher, Outlook, Internet browsers, Acrobat Pro, InDesign). Ability to use graphic software for data presentations a plus.
- Ability to learn new applications with a minimum of supervision.
- High level of interpersonal skills including excellent listening, oral and written communications skills, tact, patience, flexibility, and courtesy.
- Ability to use discretion, sound judgment, and maintain strictest confidentiality when handling sensitive materials and information.
- Performance of responsibilities in a professional and timely manner and the ability to effectively represent the Foundation throughout the community
- Minimum of a Bachelor's degree in public policy, public administration, research, statistics, sociology, education, public health, or related field; Master's or higher a plus

## **Compensation**

Compensation will be commensurate with skill level and experience with an annual performance and salary reviews thereafter.

## **Job Type**

Full-time

## **Location**

U.S. Virgin Islands

**Resumes will be accepted until the position is filled. To apply, submit a resume, salary requirements, a writing sample, and a cover letter specifically addressing your interest in and qualifications for this position. Please send your employment application submission to [annas@cfvi.net](mailto:annas@cfvi.net). Please address the subject line with the following: 'CFVI EMPLOYMENT APPLICATION.' No phone calls please.**