



Title: Database Specialist
Reports to: Director of Program Impact
Status: Part-Time, non-exempt
Salary: \$25/hour – 10 hours/week

Mission of Focus Points Family Resource Center

To build better communities by strengthening families.

Scope of Organization

For 30 years, Focus Points has worked successfully to transform the lives of low-income and working families in Northeast Denver and beyond. Focus Points serves over 3,000 participants each year, most of whom are Spanish-speaking immigrants. Focus Points is strongly committed to our values of collaboration, equity, integrity, and solidarity, which add to our four pillars:

- Family Support: Advancing family sustainability through classes, one-on-one case management, and basic needs support using a goal-setting and strengths-based approach.
- Education: Catalyzing success for children and adults by providing training and skill-building opportunities.
- Community Resources: Connecting people to other programs and resources to advance health equity, financial stability, networks, and community.
- Economic Inclusion: Driving long-term economic stability in families and communities by leveraging social and financial capital to connect adults with opportunities for economic mobility.

Scope of Role

Focus Points Family Resource Center is seeking a Database Specialist to support the organization's data quality, data entry processes, training, and reporting within FRCAForce, the Family Resource Association's Salesforce database and other databases as needed.

The Database Specialist will help ensure that program data entered by Focus Points staff is accurate, complete, timely, and consistent with organizational and FRCA requirements. This position will provide staff training and technical assistance, monitor data entry fidelity, conduct routine data quality reviews and reconciliation, maintain data entry procedures and resources, and prepare reports that support program management, grant reporting, organizational decision-making, strategic planning, and FRCA reporting and audit requirements.

The Database Specialist will work collaboratively with program staff and supervisors to identify data quality issues, provide constructive feedback and support, and strengthen systems that make accurate and consistent data entry easier for staff.

Responsibilities & Activities

1. FRCAForce Data Management & Quality

- Maintain data entry policies, procedures, and definitions/guidelines for collecting participant, demographic, service, and assessment data.
- Conduct routine data quality reviews to catch missing, incomplete, duplicate, or inconsistent information, following a regular review/reconciliation schedule with program staff.
- Track findings and communicate recurring issues and trends to supervisors and leadership; collaborate with staff to resolve discrepancies.
- Monitor data entry against timelines and FRCA reporting requirements, ensuring readiness ahead of reporting deadlines and audits.

2. Staff Training & Data Entry Fidelity

- Provide onboarding and ongoing FRCAForce training, technical assistance, and troubleshooting support; develop guides, checklists, and reference materials.
- Track training completion and, in collaboration with the Senior Manager of Family Support Services and program supervisors, monitor data entry fidelity through periodic reviews.
- Give timely, constructive feedback on errors; identify recurring challenges and recommend training, coaching, or process fixes.
- Support supervisors in setting clear expectations/accountability; maintain documentation of training, technical assistance, and review activities.

3. Reporting & Data Analysis

- Prepare recurring and ad hoc FRCAForce reports (staff, supervisors, leadership, grants, Board) and monthly/bi-annual data quality reports.
- Support the monthly data submission process, ensuring information is ready by deadlines.
- Analyze demographic, service, participation, and assessment data; prepare data for grant proposals/reports, strategic plan metrics, annual reports, and evaluations.
- Maintain standardized reports/processes to reduce duplicative work, and help staff/leadership interpret data correctly.

4. Systems & Process Improvement

- Maintain shared data structures and reporting processes; identify ways to streamline entry and reporting.
- Recommend improvements for accuracy, efficiency, and usability.
- Monitor and communicate FRCAForce requirement changes; update procedures/training materials accordingly.
- Collaborate with leadership on practical systems supporting staff data entry.

5. Confidentiality & Data Protection

- Maintain confidentiality of participant and organizational information.
- Follow Focus Points, FRCA, funder, and applicable data management/privacy requirements when accessing, reviewing, or sharing data.

Required Competencies

- Database & Technology: Proficient with database systems; Salesforce experience preferred, FRCAForce experience a plus (training provided).
- Data Quality: Strong attention to detail; able to identify and resolve data issues.
- Training & Technical Assistance: Can teach database processes clearly to staff of varying technical skill and give constructive feedback.
- Analysis: Can gather, organize, and translate data into useful information for stakeholders.
- Communication & Collaboration: Works effectively across programs/departments.
- Organization & Time Management: Manages recurring reviews, training, and reporting deadlines simultaneously.
- Problem Solving: Investigates root causes and follows through on solutions.
- Resource Management: Manages materials, timelines, and reporting requirements while engaging staff.

Preferred Competencies

- Nonprofit/human services experience with program data and grant reporting.
- Salesforce experience, ideally in a nonprofit/community-based setting.
- Experience developing/delivering data training.
- Experience preparing reports for grants, leadership, or Boards.

Benefits

- FMLI – Family and Medical Leave Insurance

Perks of this Role

- Competitive pay
- Paid sick leave
- Paid breaks throughout the year (Summer, Fall, Winter)
- Paid Sabbatical Program at 3 and 5 years of employment
- Company follows DPS for closures and delays due to inclement weather
- Casual Work Attire
- DEI initiatives
- Hybrid/Remote schedule for eligible roles
- Work culture teambuilding
- Fun work events
- Community partnerships

Diversity Statement

Personal or professional commitment to diversity, equity, and inclusion as demonstrated by persistent effort, active planning, allocation of resources and/or accountability for diversity and inclusion outcomes. Applicant must share a commitment to anti-racist work.

To Apply

Send a cover letter, resume, and three professional references by email to Brendan Rempert: brendan@focuspoints.org. Applications will be accepted through October 14, 2026, with position start date of November 1, 2026.

Focus Points Resource Center is an equal opportunity employer and prohibits unlawful discrimination based on age, race, sex, color, religion, national origin, disability, military status, genetic information, ancestry, creed, gender identity or expression, and sexual orientation, or any other status protected by applicable federal, state or local law.