

Matthew B. Even

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PROFESSIONAL SUMMARY

Creative and detail-oriented database administrator with over 15 years of experience managing all aspects of the non-profit data environment. Comfortable working in fast-paced, deadline-driven environments to bring innovative problem-solving and a calm, measured approach to every task. Proficient in web development and the technical aspects of communications work as well as graphic design.

EXPERIENCE

School-Based Health Alliance; Director, Data Management

Washington, DC, 11/2012 – 10/2023

Led the design and development processes for all databases and several communication and website projects for a rapidly expanding non-profit organization advocating for equitable health care for children. Provided support for the creation of school-based health centers in underserved school districts in the United States and performed the following responsibilities:

- Administration of all databases for a non-profit organization such as membership, advocacy, research & evaluation, including the organization's triennial census of the entire nationwide school-based health field
- Launch of numerous survey projects involving the building of survey tools, managing communication to improve completion rate, analysis of survey data in R, SQL, Microsoft Excel, and SPSS, and publication of survey results for affiliated organizations and in public health journals
- Creation and management of custom-coded, web-based data entry and reporting portal for the organization following evaluation and comparison of off-the-shelf packages
- Administration of organization's WordPress website (sbh4all.org), including membership, event registration, payment modules, and resource libraries
- Led multiple projects to upgrade software packages including analysis of gaps, future needs, budget, and proposed solutions to colleagues and external vendors to select best options
- Collaborated with external non-profit organization to host an online GIS mapping tool that paired our census data with public health data at the local, state and national level
- Published electronic newsletter and press releases via various marketing CRM software packages

SUNY College at Old Westbury; Assistant Director – Community Action, Learning and Leadership Program

Old Westbury, NY, 8/2011 – 8/2012

Taught "Ethics of Engagement" course to first-semester college students and coordinated a mandatory volunteer service program, which included the following tasks:

- Placed and monitored 400+ students with local non-profit and government agencies for a college-wide volunteer program
- Managed logistics for volunteer program such as performance evaluations for students, professors, and community partners and researching and recruiting local agencies as partners
- Created databases for Office of the Dean of Students and the First Year Experience to track 400+ students and their assigned projects
- Wrote successful grant applications for President's Higher Education Community Service Honor Roll and New York Campus Compact resulting in AmeriCorps Education Awards for 40 students

Federation of State Humanities Councils; Manager, Information Services

Arlington, VA, 3/2003 – 8/2010

Oversaw all information systems for a non-profit organization dedicated to expanding the reach of local and national humanities programs, including the following:

- Redesigned and maintained group's membership database in Microsoft Access
- Consulted with 56 state and territorial member councils on various data collection projects using the following software programs: Raiser's Edge, iMIS, Constant Contact, Survey Monkey, and FileMaker Pro
- Managed redesign of organization's website (www.statehumanities.org) utilizing Macromedia Dreamweaver and Adobe Creative Suite
- Managed staff email and six active ListServes on local Microsoft Exchange server
- Collected, analyzed and published statistical data in a user-friendly and readable format using Zoomerang online survey software, Microsoft Access and Excel, and Adobe Illustrator

Grantmakers for Children, Youth & Families; Administrative Manager

Washington, DC, 8/2000 – 2/2002

Managed the association's member services department, serving over 500 foundations dedicated to the work of improving the lives of parents and children, including the following tasks:

- Maintained membership database in Microsoft Access
- Managed organization's website (www.gcyf.org) using Macromedia Dreamweaver and Adobe Photoshop

EDUCATION

Juris Doctor; The Catholic University of America, Columbus School of Law; Washington, DC, 2010

Bachelor of Arts, Interdisciplinary Studies; University of Missouri; Columbia, MO, 1998

VOLUNTEER EXPERIENCE

CASA of Santa Cruz County; Santa Cruz, CA, 10/2016 – 6/2022

Served as a court-appointed special advocate for an adolescent in the foster care system, mentored youth, advocated for youth in court proceedings, and collaborated with social worker to provide best services and placements.

Public Defender Service for the District of Columbia; Washington, DC; 9/2008 – 9/2009

Performed various legal and social work tasks in support of public defense attorneys and their juvenile clients.

AmeriCorps*NCCC; Charleston, SC, 10/1998 – 8/1999

Lived and worked as part of a team of twelve people in the Southeast United States to collaborate on projects with partner organizations: Habitat for Humanity, The Nature Conservancy, and Special Olympics World Games.

TECHNICAL SKILLS

Platforms: Microsoft Windows, Mac OS 9.0 – OS X, Linux Ubuntu

Software: Microsoft Office Suite, Adobe Creative Suite, Salesforce, Crystal Reports, WordPress, Mailchimp, Zoomerang, REDCap, SPSS, Beekeeper Studio, MySQL Workbench, GitHub, Riverside, iMovie

Languages: XHTML, XML, CSS, PHP, JavaScript, JQuery, Python, Django, SQL, R