



## Position: Data Strategy Manager

The Jewish Education Project seeks a full-time Data Strategy Manager to lead our Salesforce, data, and program evaluation strategies and systems. We are seeking a curious and energetic data enthusiast who can ensure that decisions are made smarter and teamwork is made more effective through robust Salesforce and other data use.

Salesforce needs to be at the center of Jewish Ed Project's key strategic goals as a data driven organization, and this role will focus on leveraging Salesforce and connected tools (like FormAssembly and Pardot) as platforms to solve business challenges across the organization. The Data Strategy Manager's role is part trainer, part champion, part analyst, and part administrator; they will bring an entrepreneurial approach to Salesforce, constantly seeking to boost user adoption, upgrade its effectiveness and reporting, and expand its use as the organization's new strategies and growth evolve. The Data Strategy Manager reports directly to the Director of Operations, oversees a data project associate, and works closely with the Program, Advancement, and Executive teams to develop a high-level data strategy.

We are looking for a highly motivated and talented individual in the realm of customer relationship management and data management. The Data Strategy Manager will work closely with staff across The Jewish Education Project and third-party technical vendors. This is an exciting opportunity for the right candidate to help shape and implement a holistic and robust strategy around data that helps our organization see results of our current work and possibilities for growth.

### Opportunity for Impact

The world has changed dramatically, and Jewish education must adapt accordingly. For Jewish education to remain relevant it must offer education and experiences that enable youth and their families to thrive as Jews and in the world today.

The Jewish Education Project believes that great ideas (research, knowledge) influence the people (leaders) who can bring about new models in Jewish education to meet the realities of the changing world in which we live. And The Jewish Education Project's leadership views the appointment of its new **Data Strategy Manager** as a unique and compelling opportunity at a transformative moment in the organization's history.

### Why We Need You:

The Jewish Education Project is poised to lead a **national** transformation on systemic change and innovation in Jewish education. Our organization has spent the last two years building and implementing Salesforce, and we are looking towards our next stage in overall data strategy to help map the landscape, build reports that reflect our nuanced work, and bridge the gaps in our data. The Data Strategy Manager will seize the opportunity to build a vision of how to continue to grow into a strong, well-informed data-driven organization in the following areas:

### Strategy & Growth

- Plan, dream, and design a robust strategy that continuously moves The Jewish Education Project to be a more data-driven organization through strategic goals and initiatives built in partnership with our leadership team
- Report quarterly and on donors, participant numbers and engagement, building clear communication around our data at an organization-wide level
- Wear a "knowledge management hat" in staff meetings – bring CRM data/processes to the table at all times, and coach colleagues on bringing data processes to each new initiative

- Execute the organizational program evaluation strategy by managing the distribution of an array of surveys and the analysis of their results; as necessary, revise evaluation instruments to align with new initiatives and strategic shifts
- Analyze and compile findings from evaluations and surveys, sharing high level insights and findings with our leadership team, board, and funders
- Work in partnership with our senior leadership to build and maintain a strong data culture that resonates with our board, staff, and funders
- Choose/Advise on, and partner closely with, a Salesforce consultant, as needed, in addressing the most complex and high-value projects

### Data Analysis and Administration

- Ability to handle the technical pieces of Salesforce administration including data entry, data uploads, troubleshooting, and user support
- Ensure Salesforce is meeting user needs by maintaining strong relationships across the staff and understanding user adoption
- Craft and revise Salesforce documentation, explicitly stating how best to use the system as well as the organizational processes related to it
- Deeply understand Jewish Ed Project's complex data model, and be able to use reports to ensure accurate internal and external reporting, including supporting users in filtering dashboards or making minor edits to reports
- Ensure data cleanliness by running duplicate merge processes and scanning for any human or computer errors in the data. Run routine and project-based database maintenance
- Oversee all data collection processes; create online forms through FormAssembly which connect directly to Salesforce and organize and streamline complex workflows
- Manage support requests: forgotten passwords, process confusion, data upload needs, report/dashboard creation needs, etc.

### Ongoing Support and Training

- Onboard all new staff into Jewish Ed Project's data culture and Salesforce usage, and provide ongoing upgrade trainings for new features and skill building
- Stay on top of new software upgrades as they are released, and generally stay updated on field-wide developments and trainings

### What We Offer:

- Salary will be provided upon invitation for first interview.
- 3 weeks paid time off in year 1 and increasing incrementally on a set schedule
- Comprehensive health insurance
- 401k plan and matching
- Commuter benefits
- Early close on Fridays for Shabbat
- Closed for most Jewish holidays
- Funds towards professional development
- A positive working environment with exposure to great learning opportunities and a chance to meet and work with some of the top professionals in the field of Jewish Education

### How to Apply:

- Please submit resume and cover letter to [careers@JewishEdProject.org](mailto:careers@JewishEdProject.org). Please include the job title in the email subject line.
- The Jewish Education Project is an equal opportunity employer.

**Location:** 520 Eighth Avenue, 15th Floor, New York, NY 10018

*The Jewish Education Project aims to select, place and train the best qualified individuals based upon relevant factors such as work quality, attitude and experience, so as to provide equal employment opportunity for all our employees in compliance with applicable local, state, and federal laws and without regard to non-work related factors such as race, color, religion/creed, gender, national origin, age, disability, marital status, sexual orientation, veteran status, or any other protected class. We encourage and support diversity and tolerance in our workplace.*