



Data Manager

The Jewish Education Project
New York, NY

Opportunity for Impact

The Jewish Education Project is at the forefront of ensuring that Jewish education remains relevant and meaningful in the lives of Jewish youth and their families today and tomorrow. We inspire and empower educators to create transformative educational experiences for Jewish youth and their families so they can thrive as Jews and in the world.

The Jewish Education Project, a New York-based agency and beneficiary of UJA-Federation of New York, works closely with educational leadership in day schools, congregations, early childhood settings, teen programs and beyond to spark and spread innovative approaches that expand the reach and increase the impact of Jewish education for children, teens, and families. We offer training, thought leadership, and partnerships, and we touch the lives of hundreds of thousands of children and their families each year. With a focus on serving New York (the five boroughs of NYC, Westchester, and Long Island), The Jewish Education Project is also engaged in a number of national initiatives supported by major foundations.

The Jewish Education Project is a national leader in developing and training field professionals in innovative design strategies that engage teens in Jewish life. Our organization has spent the last two years building and implementing Salesforce with a third-party consultant. We are looking for the next stage in our Salesforce strategy to help map the landscape, build reports that reflect our nuanced work, and bridges the gaps in our data. The Salesforce Administrator will help us build a vision of how to continue to grow into a strong, well-informed data-driven organization. For more information about The Jewish Education Project, please visit www.jewishedproject.org

Position Overview

The Jewish Education Project seeks a full-time **Data Manager**. We are looking for a highly motivated and talented individual in the realm of customer relationship management and data management. The Salesforce Administrator will work closely with staff across The Jewish Education Project, a data team, and third-party technical vendors. This is an exciting opportunity for the right candidate to help shape and implement cutting-edge, sophisticated data-based insights that help our organization see results of our current work and possibilities for growth.

Key Responsibilities

Database (Salesforce) management-

- Q&A and data maintenance- preform database deduping and day to day cleanups along with testing and quality control for new processes.
- Develop and document operating procedures consistent with policies related to platform use.

User management & support-

- Generate reports including but not limited to grant reports, marketing & communication segmentations, and ad-hoc email lists.
- Maintain and develop organizational dashboards
- Training and onboarding staff to teach best practices for using the platform across the agency, and build training materials that include Trailhead modules to support independent learning
- Work with the agency's users to strengthen culture of data collection and Salesforce usage; help drive adoption across the agency.
- Perform ongoing user maintenance, including definition of roles, profiles and hierarchies for specific use-case applications; manage set-up for approved employees.
- Collaborate with a highly cross-functional and matrixed agency staff.
- Serve as the day-to-day Information Systems (IS) liaison for all database systems and data integration as well as related security reviews.

Guide and support new data projects

- Design, build, and implement new functionality to empower users with data to drive growth initiatives.

- Provide ongoing system administration, including acquiring, validating, and storing data records
- Perform data migrations and/or mass data uploads from existing database and external sources to support new database initiative(s).
- Understand non-profit marketing and fundraising practices
- Manage software test plans, including creating test cases and coordinating actual testing.
- Build and maintain a working knowledge of CRM best practices, new Salesforce features, and participate in relevant salesforce online communities

Experience, Qualifications, and Competencies

- Minimum of 2 years of SFDC administration experience (NPSP knowledge is preferable)
- Formal certifications like Salesforce Certified Administrator, Advanced Administrator, App Builder, etc. are strongly preferable, but not required.
- Mastery of the declarative capabilities of Salesforce, including security controls (profiles, permission sets, public groups, queues, sharing settings), process automation tools (workflows, flows, process builder), and business application development (custom objects, custom fields, page layouts, record types, apps, tabs).
- Experience with FormAssembly and Pardot preferred.
- Experience preparing technical user guides and delivering training
- Excellent communications skills and ability to translate technical jargon- verbally, in writing, and through presentation - into colloquial language.
- Excellent project management and organizational skills with attention to detail and commitment to follow-through.
- Computer proficiency, including social media skills.
- Proven ability to work well both independently and as part of a team.
- Entrepreneurial spirit, creativity, flexibility, and excellent communication skills, and will display leadership in all aspects of their work.
- Organizational skills, a commitment to follow-through, as well as a desire to grow professionally are essential to success.
- A Bachelor's Degree in Information Systems, Computer Science or other relevant degree preferred.

What We Offer

- Salary in the range of \$60,000 - \$70,000 depending upon experience.
- Three weeks paid time off in year 1; increasing incrementally on a set schedule
- Comprehensive health insurance
- Paid family leave
- 401k plan
- Commuter benefits
- Early close on Fridays for Shabbat and closed for most Jewish holidays
- Shortened summer hours
- A positive work environment with exposure to great learning opportunities and the chance to 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. Please include the job title in the email subject line
- Resume submissions will be reviewed on a rolling basis
- The Jewish Education Project is an equal opportunity employer.

Location: *Remote until January 4, 2022*, followed by hybrid work with two days at 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.