



Director of Data and Analytics

Position Title: Director of Data and Analytics

Reports to: Director of Operations

Start Date: Immediately

Location: Washington, DC

SUMMARY OF POSITION:

The Director of Data and Analytics will lead the transition from J Street's current data systems to the Salesforce.com platform. The successful candidate will have a record of success in improving processes and adoption using the Force.com platform. The administrator will work closely with J Street staff and consultants to identify develop and deploy new processes including: Fundraising, Advocacy, Outreach and Relationship processes. This role is part technical project manager, part administrator and part Salesforce.com analyst and will be responsible for the executing on the day-to-day configuration, support, maintenance and improvement of our CRM platform.

KEY DUTIES & RESPONSIBILITIES:

- Serve as primary system administrator for the Salesforce.com environment with 60+ users
- Handle all basic administrative functions including user account maintenance, reports and dashboards, workflows and other routine tasks
- Complete regular internal system audits and prepare for upgrades
- Manage Salesforce.com data feeds and other integrations
- Coordinate the evaluation, scope and completion of new development requests.
- Work with our institutional management team to establish suitable processes to support administrative, development, and change management activities
- Assist in training of new users, and grow the Salesforce.com skill set across the organization
- Effectively act as the liaison between our users, and vendors
- Work independently with members of the user community to define and document development requirements

SKILLS REQUIRED:

- Proficient in SQL
- Excellent project management skills and a positive attitude
- Experience supporting an organization through a data migration
- Demonstrated ability to meet deadlines, handle and prioritize simultaneous requests, and manage laterally and upwards
- Creative and analytical thinker with strong problem-solving skills
- Must demonstrate exceptional verbal and written communication skills



- Must demonstrate ability to communicate effectively at all levels of the organization
- Ability to critically evaluate information gathered from multiple sources, reconcile conflicts, decompose high-level information into details, abstract up from low-level information to a general understanding, and distinguish user requests from the underlying true needs
- Ability to assess the impact of new requirements on Salesforce.com and all upstream and downstream applications, systems and processes

PREFERRED EXPERIENCE:

- Proficient in Django
- Minimum two years of experience as a Salesforce.com administrator
- Salesforce.com Admin (ADM201 and ADM211) certified
- Developer certification preferred
- Proven ability to design and implement new processes and facilitate user adoption.
- Strong understanding of the platform, with the ability to build custom apps and objects, formula fields, workflows, custom views, and other content of intermediate complexity
- Strong understanding of Salesforce.com best practices and functionality
- Strong data management abilities
- A documented history of successfully driving projects to completion
- A demonstrated ability to understand and articulate complex requirements
- Experience with nonprofit processes preferred

How to Apply:

Please submit a resume and cover letter to resumes@jstreet.org with “Director of Data and Analytics” in the subject line.

Organization

J Street is the political home for pro-Israel, pro-peace Americans who want Israel to be secure, democratic and the national home of the Jewish people. Working in American politics and the Jewish community, we advocate policies that advance shared US and Israeli interests, as well as Jewish and democratic values, leading to a two-state solution to the Israeli-Palestinian conflict.

As Americans, we advocate in Washington and in national politics for American policy that advances diplomatic resolution of Israel’s conflicts with its neighbors. American policy plays an important role in the Middle East, and the voices of Jewish and other pro-Israel Americans are critical in shaping that policy. Through its advocacy and political work, J Street mobilizes support for American policy that helps resolve Israel’s conflicts diplomatically and reshapes political perceptions of what it means to be pro-Israel.

Within the American Jewish community, we advocate that our institutions and leaders ground our relationship with Israel in the same values they apply to other issues, including freedom, justice and peace – the very principles set forth in Israel’s Declaration of Independence. We



urge Jewish communal officials and institutions to demonstrate leadership by speaking out in support of policies that align with our interests and values and against those that don't. We also promote vibrant and respectful discourse about Israel within the Jewish community, expanding American connections to and support for Israel.

Launched in 2008 with four staff and a limited budget, J Street is now a \$7 million organization with a national staff of 70. The organization is headquartered in Washington, DC, employing staff in 7 US cities and Tel Aviv. The J Street family of organizations includes J Street – a 501(c)(4) nonprofit which is responsible for lobbying and advocacy; JStreetPAC – a federal political action committee that endorses and raises money for federal candidates; and the J Street Education Fund – a 501(c)(3) that works through community engagement, education and programming to advance J Street's work.