



Director of Data and Analytics

Position Title: Director of Data and Analytics

Reports to: Director of Operations

Start Date: Summer/ Immediately

Location: Washington, DC

SUMMARY OF POSITION:

The Director of Data and Analytics will help transform J Street's manifold data systems into the next generation data platform to reshape the way the organization uses and maximizes data—and ultimately, how it engages and attracts stakeholders. The director will work closely with the Chief Operating Officer and Digital Director to select vendors and platforms that can best enhance the organization's fundraising, advocacy, outreach and relationship processes. The director will manage these vendors and determine the direction of the data and analytics program.

This role is part technical project manager, part administrator and part analyst and will be responsible for the initial system transformation and the execution of the day-to-day configuration, support, maintenance and improvement of our CRM platform. The director will also work with different data sets and think creatively about how to appropriately engage and maximize current relationships and cultivate new ones.

KEY DUTIES & RESPONSIBILITIES:

- Transform J Street's systems, to include: licensing software and hiring vendors who will implement new database platforms
- Manage database consultants; effectively act as the liaison between our users, and vendors
- Serve as primary system administrator for the new data platform, with 60+ users
- Handle all basic administrative functions including user account maintenance, reports and dashboards, workflows and other routine tasks
- Serve as the primary analyst and advocate for data at J Street
- Provide data-driven analysis and insights to inform cross department decision making
- Complete regular internal system audits and prepare for upgrades
- Manage 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 skill set across the organization

SKILLS REQUIRED:

- Strong data mind who is up to the challenge of transforming the organization's data systems
- 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
- Proficient in SQL

PREFERRED EXPERIENCE:

- Experience as a Salesforce (or comparable platform) administrator
- Proven ability to design and implement new processes and facilitate user adoption
- Strong understanding of the Salesforce (or comparable) platform, with the ability to build custom apps and objects, formula fields, workflows, custom views, and other content of intermediate complexity
- Experience with nonprofits 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 \$8 million organization with a national staff of 60+. 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.