Position: Director of Data Services and Analytics – Full Time

Company: Joe Torre Safe at Home Foundation

ORGANIZATION SUMMARY:
Joe Torre Safe at Home is a non-profit organization that provides school-based services to youth exposed to violence. With over a decade of experience in youth violence intervention, prevention education, and community awareness, Safe At Home has helped individual students and whole school communities to address the impact of violence and trauma. Through the in-school program, Margaret’s Place, Safe At Home provides clinical counseling services to youth exposed to violence as well as prevention education through awareness campaigns, Peer Leadership programs, and classroom instruction.

POSITION SUMMARY:
Reporting to the COO and CEO, our successful candidate will provide strategic direction and oversight to all development and administrative data functions. The Director of Data Services and Analytics will improve reporting and analytics functions, oversee the Safe At Home’s CRM and systems of records, and collaborate to design and implement a comprehensive plan data driven expansion if the breadth and depth of our acquisition, cultivation and engagement efforts to strengthen the organization's base of constituent support. The Director of Data Services will work closely with all development team members, as well as the administrative operations leads team members, and the Board.

POSITION RESPONSIBILITIES:
- Oversee and administer all development and administrative data functions, including but not limited to architecture and oversight of Safe At Home’s CRM
- Collaborate strategically in the design and subsequent tactical daily function of the organization’s data driven acquisition and subsequent development efforts to build a more robust constituency in support of our mission
- Design and oversee a full reporting lifecycle of all relevant development efforts with an overriding emphasis on usability by staff, board members and other stakeholders exhibiting varying degrees of technical proficiency
- Collaborate with finance and administrative functions to help improve daily operations
- Oversee and execute on ongoing efforts to maintain the highest standard of data health for the organization’s operations and systems of record
- Support and partner with development team and other Safe At Home colleagues as well as board members on all development initiatives
- Expand Safe At Home’s CRM functions and staff interactions with system of record to optimize the utility of all engaged development software
- Collaborate and support tracking of and key deliverables on grant requests and donor proposal activities
- Conduct a full systems assessment and make strategic recommendations for a roadmap to organizational improvement from an operational and technology perspective
- Support from a technical standpoint all current and future marketing and development efforts across all data influenced communication platforms
- Oversee and direct all traditional NPO data services functions across the full life cycle of donor acquisition and donations processing operations

REQUIREMENTS:
- Extensive knowledge of Blackbaud’s Raiser’s Edge and associated NPO development systems
- High-level proficiency in CRM Administration
• High-level proficiency in data analytics and reporting with an emphasis on actionable intelligence and dissemination to end users to help improve their output
• 10-plus years of professional experience in a nonprofit organization; demonstrated success in a relevant function (managing data and reporting functions)
• Excellent listening and communication skills; ability to engage a wide range of colleagues and build long-term relationships built on collaboration
• Strong organizational skills
• Flexible and adaptable style; a team-focused leader who can positively impact our development and administrative initiatives as well as daily operations
• High energy and a passion for Safe At Home’s mission is essential
• Ability to construct, articulate, and implement strategic development plan
• Strong organizational and time management skills with exceptional attention to detail
• A professional and resourceful style; the ability to work independently and as a team player, to take initiative, and to manage multiple tasks and projects at a time

OTHER REQUIREMENTS:
• Willingness to travel as needed to improve collaboration with colleagues and support our initiatives across the country

COMPENSATION:
• Salary commensurate with experience
• Medical/dental/life insurance
• Vacation, sick and personal days
• 401k match of 6% (after 6 months)
• Other benefits

TO APPLY:
• Send resume and three references to jobs@joetorre.org. No telephone calls please.

The Joe Torre Safe at Home Foundation provides equal opportunity in employment for all qualified persons and prohibits discrimination in employment on the basis of race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender identity and expression, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, and unemployment status.