



The Jewish Federation OF GREATER WASHINGTON

JOB DESCRIPTION **Impact Analyst** **FY20**

Organizational Vision, Mission, and Function

The Jewish Federation of Greater Washington envisions an open, connected, and vibrant Jewish community that cares for each other, fosters Jewish learning and journeys, embraces Jewish peoplehood and Israel, and acts as a force for good in the world. As a mission-driven non-profit organization, we work to inspire, build, and sustain vibrant Jewish life in a changing world by mobilizing our community in common purpose, intentional innovation, and effective action. Learn more at shalomdc.org.

Position Overview:

JFGW seeks a Data Analyst to work in our North Bethesda office. This role is responsible for producing data-driven insights and analysis on programs, community geographic segments, key constituencies, market and program research initiatives, and communication/marketing strategies. The Data Analyst will be a key member of the Impact department's innovation and insights team and will be expected to collaborate with the Marketing team in an effort to optimize marketing and company performance.

The Data Analyst will develop and run both scheduled and ad hoc reports/dashboards to provide key insights and analysis to support cross-functional deliverables. This position will be responsible for supporting, maintaining and building Tableau dashboards to provide clear insights to the team, and developing and monitoring KPIs to provide regular feedback on threats and opportunities to improve program performance.

This position will report to the Director of Innovation.

Key Responsibilities:

Develop and run scheduled reports and dashboards; this includes pulling and transforming raw data

Visualize data with Tableau for dashboards and ad hoc reporting

Prepare management-level presentations and clearly communicate key findings

Develop and maintain process documentation

Support customer segmentation strategies for direct mail and email communications

Support market and program research initiatives

Additional strategic data projects

Qualifications and Requirements:

Bachelor's degree required, with specialization in business, analytics, marketing

2-5 years' experience as a business analyst

Advanced Excel skills

Knowledge of Tableau

Knowledge of scripting language

Knowledge of A/B testing processes

Ability to be a liaison between Marketing, Development, and IT

To apply for this exciting opportunity, please submit your resume and cover letter to jobs@shalomdc.org using subject line "IMPACT ANALYST FY20"