Position Title: Director of Data and Technology
Reports To: COO
Classification: Full-Time
FLSA Status: Salaried Exempt

ABOUT LFA

Lead For America is a nonprofit that exists to ensure that our nation's most dynamic and diverse leaders are working on our communities' toughest challenges. To that end, LFA helps outstanding young people become civic leaders, particularly in their hometowns and states. In our flagship two-year paid Fellows program, we’ve funded and placed over 100 Fellows in newly created positions in their home communities since 2019, and plan to have 100 additional Fellows starting in August 2021. Along with our Fellows program, we have placed 150+ Summer Fellows, launched 10+ college chapters nationwide, and incubated five state and regional affiliates to date.

WHY WE’RE HIRING

Lead For America is about to begin a period of tremendous growth. From the organization’s founding in late 2018, we have placed 100+ Fellows in 24 states, raised several million dollars from public, private, and philanthropic partners, and are now operating 5+ state and regional affiliates. By the end of 2021, we expect to grow from 16 full-time employees to 25, which will put us in position to significantly expand our fellowship and education programs, while also investing in deep place-making work in "demonstration cities" to build comprehensive talent and civic education strategies in distressed communities.

We are looking for team members who are excited about being a part of this growth and helping shape a nationwide movement that will be enlisting thousands of young leaders every year. We are seeking people who will see this role as a path to leadership development and professional growth. The right team additions will feel energized and excited by enormous responsibility and opportunities for creative autonomy and must be disciplined, self-motivated, highly organized, and have excellent oral and written skills.

Recently, to embody our values and best serve communities that struggle to attract and retain talent, we relocated our headquarters to Dodge City, Kansas (to learn more about our planned work in Dodge City, see here). Dodge City is a community with so much to offer — incredible diversity as an immigrant and refugee town, welcoming people, and forward-thinking collaborative leadership. We are a remote first team and will prioritize hiring the best people we can, but we encourage folks joining the team to consider relocating to Dodge City, whether now or in the medium to long term, to help us contribute to the vibrancy of the community. Those who relocate to Dodge City will receive assistance finding housing and being connected to like-minded individuals in the community. Those who join the team but do not relocate will be asked to make frequent trips to Dodge City and will be invited to participate in an extended site visit so we can show why we and so many other teammates have fallen in love with it!
**Position Summary**

Responsible for the design, development, and management of LFA’s data and technology infrastructure, to include overseeing the collection, analysis, and visualization of all impact and management data, and the streamlining, automation, and management of all technological systems. Over time, LFA anticipates that the responsibilities of this role will be split between two or more full-time staff.

**Essential Functions**

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by individuals in this role. It does not imply that all positions within the class perform all the duties listed, nor does it necessarily list all possible duties that may be assigned.*

**Data Management (50%)**

- Work with the executive team and Abt Associates, LFA’s external evaluator, to review LFA’s theory of change and management objectives, and translate progress toward these goals into a comprehensive data gathering strategy. This may include designing new data collection processes or refining existing ones.
- Alongside Abt Associates and the LFA programs team, design all data gathering instruments (surveys, interviews, Salesforce Opportunities, etc.) to optimize for ease of use and alignment with the theory of change. This may include designing new data gathering instruments or refining existing ones.
- Oversee the implementation and consistency of data gathering across all LFA programs and affiliates. This will include on-boarding and training, troubleshooting, and accountability management.
- Conduct analyses of all data using Salesforce and Tableau, identifying key patterns, communicating important trends to relevant stakeholders, and telling stories through data.
- Build an automated dashboard system in Tableau to visualize progress for the LFA team, showing both programmatic impact and management metrics. Build custom dashboards for special purposes on request from members of the staff.
- Apply data visualization principles to develop and present analysis in a clear, simplistic and impactful way.
- Ensure that all data is stored safely, securely, and confidentially whenever necessary.
- Develop a robust and effective set of quality assurance practices with data gathering.
- Review LFA’s current data management systems, and identify improvements to streamline through new technologies or processes.
- Work with the development team to align grant impact reporting with LFA’s data collection systems.
- Identify and champion opportunities to conduct experiments to test assumptions and discover new insights.
- Work with the communications team, development team, and policy team to incorporate data into grant-writing, legislative advocacy, earned media, and social media.
- Work with the development team on an annual impact report to highlight key metrics.
- Work directly with all external evaluators or other independent researchers to ensure a comprehensive and effective review of the organization’s impact.
- Maintain, contribute to and disseminate knowledge exchange of industry-wide best practices, benchmarks, and trends.
- Build out and manage the Data Management team, which is responsible for IT, data management and visualization, and systems management.
- Hire, manage, and develop all staff within the Data Management team.
Technology Management (50%)

- Work with the executive team to create a tech systems development roadmap, ensuring alignment with LFA’s growth.
- Manage LFA’s use of Salesforce, refining Salesforce Objects to meet the team’s needs, setting up Salesforce Pardot email automations, troubleshooting IT issues, on-boarding new staff to the platform, and ensuring 100% compliance with all Salesforce data norms organization-wide.
- Manage LFA’s use of Tableau, creating and managing dashboards (integration with Salesforce), troubleshooting IT issues, on-boarding new staff to the platform, and ensuring organization-wide data integrity.
- Manage LFA’s other technology platforms (includes Zapier, Slack, Google Drive, AirTable, and more), troubleshooting IT issues and ensuring 100% compliance with all platform norms.
- Analyze operational efficiency, refining, streamlining, and automating tech systems to optimize the overall organizational systems landscape. Work with consultants or advisors to custom program tech solutions as needed.
- Maintain, contribute to and disseminate knowledge exchange of industry-wide best practices, benchmarks, and trends.
- Build out and manage the Technology team, which is responsible for IT, data management and visualization, and systems management.
- Hire, manage, and develop all staff within the Technology team.

Qualifications

Education

Bachelor’s degree required, preferred bachelor's degree in information science, computer science, statistics, management information systems (MIS) or a similar field.

Experience

- 3+ years of experience with data management, data evaluation, statistical analysis, or a related field.
- 2+ years of experience with data gathering, including survey development, interviews, etc.
- 2+ years of experience with technology or IT management. Programming experience preferred but not required.
- Significant experience with Salesforce, Tableau, and Excel strongly preferred.
- Significant experience as a project manager or director of people.

Knowledge, Skills, and Attributes

- Mission/Vision: able to support and articulate the organization’s mission, goals and objectives in a positive and inspirational manner.
- Strategic Vision and Agility: ability to think strategically, anticipate future consequences and trends, and incorporate them into the organizational plan; ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment.
- Program Development: understanding of strategic planning, curriculum design, empathic and caring support, leadership development, facilitation; manage confidential information with discretion and care.
- Communication: relate well with all types of people; patience to hear others out and build rapport with dignity and tact; promote and demonstrate collaboration; relay information that is sufficiently detailed and promotes desired results.
- Leadership: effective capacity for managing and leading people and scaling up organizations; ability to connect staff on an individual- and team-based level; capacity to impose accountability, develop and
empower leaders from the bottom up; cultivate entrepreneurship and learn the strengths and weaknesses of
the team so as to put people in a position to succeed.

- Results-Oriented: mindset for exceeding goals; high standard for excellence and attention to detail; ability to
  balance the delivery of programs against the realities of a budget; provide accurate results that are well
  thought-out and complete; exhibit high standard for excellence and attention to detail.
- Capacity Building: ability to effectively build organizational and staff capacity, selecting and developing highly
  qualified team members and the processes that ensure the organization runs smoothly.
- Action Oriented: strong work-ethic; ability to act and react as necessary, even if limited information is
  available; not afraid to take charge of a situation; can overcome resistance to leadership and take unpopular
  stands when necessary.

**SALARY RANGE**

For the sake of clarity, we provide information about the minimum and maximum salaries we can provide at this
time. Starting salary is dependent on role, experience level, and cost of living of the job location for positions
where there is geographic flexibility. Based on these factors, the below salary range is subject to vary
considerably. Note that salaries are expected to rise over time with increased experience, inflation, and the
growth of the organization, and that for most roles there is ample opportunity for promotion. In special
circumstances, LFA is willing to discuss paying above the maximum range listed below to bring on world class
talent.

Minimum starting salary (assuming minimum required experience met): $66,681

Maximum starting salary (assuming 30+ years of related experience): $100,022

**BENEFITS**

This position includes a retirement plan, health insurance, 15 days PTO (with increasing PTO over time), 12 weeks
of parental leave (including the first 4 weeks paid), and a $750 annual professional development allowance. For
full benefits, see our Benefits Overview [here](#).

**PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

This position requires:

- Normal periods of sitting, standing and walking, typically in an office environment.
- Type/enter data on keyboard.
- Normal vision and hearing (with or without correction).
- Speaking one-on-one and in a group setting.

Majority of work is performed inside an office building and temperature controlled. Must be able to attend and
participate in outdoor events in various weather conditions. Level of noise is usually moderately quiet.

**TO APPLY**

Please submit your application to apply [here](#). You can learn more about Lead For America [here](#).

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**Acknowledgements:**
All the above duties and responsibilities are essential job functions for which reasonable accommodation will be made. All job requirements listed indicate the minimum level of knowledge, skills, and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties and responsibilities or requirement and employees may be required to perform other job-related duties as requested by their supervisor. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.