



*As a collaborative of congregations united in action, we create homes and advance equitable housing.*

## **Data Operations Manager**

### **The Organization**

Beacon Interfaith Housing Collaborative has a vision that 'all people have a home'. We are an experienced housing organization that operates supportive and affordable homes, develops affordable and supportive housing, and organizes to impact housing policy. Our focus is on households who make less than \$30,000 a year and those who are experiencing homelessness. The nearly 100 congregations who make up our collaborative are putting their faiths into action through leadership, advocacy, organizing, and service.

At Beacon we believe that systemic racism causes housing inequities. As a learning organization we are interested in adding individuals who hold high levels of cultural competency and who are willing to learn and work with others to deepen our capacity to address bias and racial inequities. Visit our website for more information about our strategies, programs and how our values of risk taking, race equity and inclusive decision-making support our learning and continued evolution.

The Beacon office is located on University Ave & Highway 280 (along the Metro Green Line), convenient to both Minneapolis and St. Paul. For more information, check out [www.beaconinterfaith.org](http://www.beaconinterfaith.org).

### **The Position**

The Data Operations Manager is a two-year, grant-funded position to help launch and maintain the EveryAction database for Beacon's Interfaith Housing Collaborative. The position will be embedded in the Policy and Organizing division to inform the strategic implementation of this powerful tool to enhance the effectiveness of our organizing, advocacy, events, and communications. They will lead in creating data strategy and procedures for the database and assisting staff in understanding how to strategically use the data to enhance their work, along with supporting and training new users. They will be the principal manager of the data, responsible for its accuracy, and inform and maintain the creation of list segments and data tracking to reach strategic goals. The position is a two-year grant funded role that ends on November 30<sup>th</sup>, 2026.

This is a full-time position, and is eligible for health benefits, our retirement plan, and paid time off. This is a bargaining-unit (union) position. The annual salary range for this position is \$53,160 - \$65,000.

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## **DUTIES AND RESPONSIBILITIES:**

### **Planning and Strategic Implementation**

- Help inform the implementation of a new database system
- Learn key needs of Policy and Organizing staff and help identify solutions in EveryAction
- Participate in the strategic formation of goals around list building, leadership development tracking, and communications.

### **Data & Database Management**

- Maintain and manage constituent databases
- Set up and orient new users in Every Action database and assist in administering security settings
- Support current users in constituent databases and provide additional training to staff as needed
- Manually enter data from in-person events
- Review and scrub data for accuracy & consistency
- Work with data operations staff to migrate and sync data with Raisers Edge
- Update data system information in database following communication of changes, subscribe/unsubscribe, data clean-up, etc

### **Lists, Segmentation & Communication Data**

- Strategically coordinate and manage the creation of list segments of different constituencies between Policy and Organizing and Communications
- Monitor subscription lists and unsubscribe rates
- Help create criteria for tracking leadership development across multiple campaigns and regions.
- Create quarterly metric reports for Policy and Organizing Staff

### **User Management & Support**

- Create and maintain Standard Operating Procedures (SOP's) for data entry and reporting tasks
- Monitor upgrades to the Customer Relationship Management systems and communicate changes and enhancements to users as appropriate

### **Miscellaneous**

- Develop & maintain productive, positive working relationships with other staff members
- Maintain a level of flexibility with all staff, offering assistance to others as appropriate
- Work effectively and respectfully with individuals without regard to race, color, creed, religion, national origin, marital status, political affiliation, sexual orientation, gender identity, status with regard to public assistance, membership or activity in a local commission, disability, sex and/or age
- Work within organizational policies, governmental regulations, and the law
- Perform other tasks, responsibilities, and projects as assigned or directed

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## **Required Qualifications**

- Minimum one to two years experience with the EveryAction Data system, the VAN, or an equivalent system
- Experience using data to enhance a campaign or advocacy
- Experience with data systems training and administration
- Entrepreneurial and flexible spirit, not afraid to create new systems, troubleshoot problems and solve difficulties in real-time
- Experience with Microsoft Office, Word & Excel
- Excellent attention to detail, accurate, efficient
- Strong planning and organizational skills and ability to execute cross-departmental systems
- Effective oral, written and interpersonal communication skills, including ability to write procedures & create documentation
- Ability to maintain strict privacy & confidentiality of sensitive information

## **Preferred Qualifications**

- Core commitment to community and social justice issues.
- Passion for using data to advance issue campaigns and organizational power
- Capacity to think strategically about data systems to advance goals
- Highly motivated and independent, yet team oriented.

## **All employees are expected to:**

- Work across internal Beacon departments to ensure smooth coordination of resources and strategy development.
- Represent Beacon, its mission, vision, and goals in the broader community.
- Work effectively and respectfully with individuals without regard to race, color, creed, religion, national origin, marital status, political affiliation, sexual orientation, status with regard to public assistance, membership or activity in local commission, disability, sex and/or age.
- Work within all agency policies, government regulations and the law.
- Perform other tasks, responsibilities, and special projects as assigned or directed.

***If you are excited about being part of an organization with a big goal and collaborative spirit, learn more about Beacon and this position at [www.beaconinterfaith.org](http://www.beaconinterfaith.org). Please submit a resume with a cover letter to [HR@beaconinterfaith.org](mailto:HR@beaconinterfaith.org).***

***Beacon has voluntarily recognized a union for employees, and a collective bargaining agreement is in place.***

***Beacon strives to be an authentically inclusive organization. As an equal opportunity employer, Beacon does not discriminate against candidates on the basis of race, color, creed, religion, national origin, sex, age, physical or mental disability, veteran status, gender identity or expression, or sexual orientation. We affirm that all people are valuable and deserve respect, we welcome diverse perspectives and backgrounds, and foster an inclusive and collaborative environment as we work together on our vision that “All people have a home”. Women, people of color, LGBTQ+ individuals, and members of other minority or marginalized groups are strongly encouraged to apply.***

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