CRISTO REY
PHILADELPHIA

Director of Data & Analytics

Position Summary

Cristo Rey Philadelphia is seeking an analytical, problem-solving, and mission-driven individual for the role of Director of Data & Analytics. This position will be a member of the Advancement and Communications team and will play an integral role in enhancing the performance of the team through maintaining and analyzing the school's Advancement data. The Director of Data & Analytics will also support the Academics, Admissions, College & Career Counseling, Corporate Work-Study, and Student Life through data management and analysis

The Director of Data & Analytics reports to the VP of Advancement. It is a full-time, exempt, 12-month administrative position performed on-site at Cristo Rey Philadelphia High School, located at 1717 W. Allegheny Ave., Philadelphia, PA 19132.

Key Responsibilities

- Administer, manage, and maintain the school's donor database in Salesforce
- Follow all data entry procedures, audit and update as needed, and train team(s) as needed
- Ensure the integrity of all data and the accuracy of Cristo Rey's customized Salesforce dashboards and reports
- Pull and analyze data for Cristo Rey's communications efforts including social media, emails and website traffic
- Create Advancement and marketing reports; analyze and present report findings to the Advancement team on a quarterly basis
- Hold bi-weekly meetings with Advancement team to discuss data related topics and roll out new initiatives
- Produce bi-weekly school-wide KPI file for the Senior Management Team and Leadership Team
- Prepare quarterly Board of Trustees packet materials
- Support the Academics Team through data analysis of our PowerSchool SIS via Google Data Studio dashboards, PowerSchool reporting, and other analytical tools
- Support the Admissions, College Counseling, Student Life, and Corporate Work-Study teams on data procedures, clean-up, and analysis
- Complete other special projects as assigned

Required Skills & Qualifications

- Understands and supports the mission of the school
- Bachelor's degree in related field required
- At least 3 years experience in data analysis and reporting
- At least 3 years database experience, experience in Salesforce preferred
- Skilled in Excel
- SIS Admin experience (preference for PowerSchool)
- Proficiency in using SQL, APIs, and secure file transfers

- Proficiency with Google Data Studio
- Excellent written and oral communication skills
- Self-starter and enjoys interacting with people of all types
- Comfortable in a flexible, challenging environment
- Strong organizational skills, attention to detail, and ability to handle multiple projects
- Ability to work both independently and as a member of a team
- Openness to learn
- Willing to do “whatever it takes” for the success of the students

Education & Experience

- Bachelor’s degree in related field required
- At least 3 years experience in data analysis and reporting
- At least 3 years database experience; experience in Salesforce preferred

Job Application Process:

- Submit one PDF containing the following documents to jointheteam@crphs.org:
    - Cover Letter
    - Three Professional References
    - Resume

About Cristo Rey Philadelphia High School

Cristo Rey Philadelphia High School, a college preparatory, Catholic school for students of all faiths, nurtures and challenges young people to recognize and realize their full potential as they learn to love others, grow in their faiths, and serve the common good. Founded in 2012 and now based in a beautiful campus in the Tioga neighborhood, the school serves over 540 students in grades 9-12 from across the city of Philadelphia as well as Camden.

Cristo Rey Philadelphia offers a rigorous academic curriculum coupled with professional work experience. Each student participates in the Work-Study Program, an integral part of the Cristo Rey model, in which every student works one day a week throughout their four years at the school. Through this unique model, all students earn half the cost of their education by working one day a week through the Work-Study Program. The school’s goal for every student is not simply high school graduation or college acceptance but college graduation. It is the mission of the faculty and staff to prepare every Cristo Rey Philadelphia student to be successful in college.

Cristo Rey Philadelphia High School was founded under the guiding pillars and principles of Believe, Dream, Lead, and Serve. It is important that our entire community lives by these values every day:

- We Believe in fostering a culture rooted in respect.
- We Dream of growth, with hard work and resilience as our guides.
- We Lead with integrity, knowing that the next one to lead is watching.
- We Serve to affirm our commitment to community.

Who We Are:

- **Values-Driven**: We educate the whole student: academically, spiritually, and socio-emotionally.
- **Growth Opportunities**: We prioritize our faculty and staff’s learning and growth.
- **Invested Students and Engaged Families**: Our students’ families seek out our schools for our education, our Work-Study Program, and our values.

- **National Community**: Our faculty and staff are a proud part of a national movement. There are 40 Cristo Rey schools across the country.

We are looking for team members who are passionate about our mission and want to work with our incredibly talented community to give our students the opportunity they deserve.

Employee Benefits:

- Cristo Rey Philadelphia offers competitive salaries that are based on experience and qualifications
- Medical/Prescription/Dental/Vision Care Insurance Coverage
- Defined 403b Contribution Plan
- Available Professional Development and Continuing Education funds
- Paid breaks and holidays
- Free Lunch Benefit available daily

Equal Opportunity Employer

Cristo Rey Philadelphia High School does not unlawfully discriminate on the basis of race, color, gender, sexual orientation, religion or national or ethnic origin in its student admission process, faculty and staff hiring practices, educational policies, scholarships, athletics or other school administered programs.