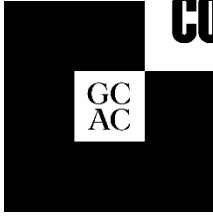


GREATER COLUMBUS ARTS COUNCIL



Job Title: Director of Data and Analytics

Salary Range: \$80,000 - \$100,000

Comprehensive Benefits, including: medical, dental, vision, 403(b), parental leave, Thursday/Friday optional work from home, PTO and 10 holidays

Job Summary

Under the direction of the CFO, this position will develop and implement technology-based solutions to streamline workflow and improve efficiency of work processes performed by staff. Deliver training and support for all IT applications. Maintain current systems and research applications that are the best fit for the organization.

Key Responsibilities:

Database & Cloud Management

- Manage SmartSimple database
 - Perform system and data maintenance; ensure on-going functionality.
 - Regular testing and audits to ensure data integrity and accuracy.
 - Troubleshooting for external and internal users.
 - Build and update applications, forms, and reports to improve performance and user experience by designing and optimizing workflows, dynamic visibility, and integrations.
 - Create reports as requested for all departments.
- Manage donor software (currently Blackbaud but experience with Blackbaud is not required)
 - Manage, update, and build reports on gifts and event registration fees
- Manage Street Performer database
 - Perform system and data maintenance; ensure on-going functionality.
 - Regular testing and audits to ensure data integrity and accuracy.
 - Troubleshooting for external and internal users.
- Manage Ohio Event Finder database
 - Perform system and data maintenance; ensure on-going functionality.
 - Regular testing and audits to ensure data integrity and accuracy.
 - Troubleshooting for external and internal users.

Training on Software Applications

- Identify and implement technology training needs for staff and external users.
- Develop and conduct training sessions in one-on-one and group format.
- Update and maintain IT training documents (SOPs) for all user groups.

Web Based Projects and Other Assigned Technology Projects

- Maintain, monitor and implement content updates for all websites including:
 - GCAC.org
 - Columbusmakesart.org

- Columbestartsfestival.org
- Temporary or permanent micro sites
- Streamline and manage current mailing list systems (currently Mailchimp, Campaign Monitor, Blackbaud, SmartSimple).
- Audit and consolidate CRM, email management, and technology tools where appropriate.
- Produce quarterly analytics reports for websites and social media.
- Manage O365 applications and Sharepoint for all departments.
- Prepare and update IT related insurance applications and IT risk assessment documentation as it relates to our IT audit.
- Act as representative for all technology contractors and software vendors for maintenance and product upgrades.

Qualifications

The ideal candidate has 5+ years of experience in overseeing, developing, and/or maintaining databases, familiarity with HTML & Javascript, and excellent communication and time-management skills to juggle many requests from internal staff users.

To be competitive for the position, candidates should have the following skills:

- Bachelor's degree or equivalent combination of degree and experience.
- Proven track record managing and implementing solutions in complex databases with ability to improve internal and external user experience.
- Intermediate to Expert level HTML and JavaScript skills
- Intermediate to Expert level O365 knowledge with the ability to develop and deliver training.
- Knowledge and proficiency of Microsoft Word, Excel, Outlook, and Adobe Suite.
- Excellent customer service, written and verbal communication skills, including the ability to communicate with people at many skill levels, internally and externally.
- Strong work ethic, sense of urgency, and self-motivation, including the ability to follow through to complete tasks independently.
- Ability to troubleshoot, achieve conflict resolution, meet deadlines, and work calmly under pressure.
- Ability to navigate search engines and perform web analytics and create elementary graphics.
- Commitment to the principles of diversity, equity, and inclusion (DEI) and basic knowledge of systemic inequities and technological barriers to opportunity, plus how they can be reduced.

Commitment to Diversity & Inclusion

The Greater Columbus Arts Council supports an inclusive workplace where everyone excels based on personal merit, qualifications, experience, ability, and job performance. We are devoted to providing fair and equitable consideration and treatment of all employees and candidates without regard to race, color, religion (creed), sex, gender expression or identity, pregnancy, age, national origin (ancestry), mental or physical disability, genetic information, marital status, sexual orientation, political affiliation, military or veteran status, or any other characteristic protected by applicable federal, state or local law in all of its activities or operations. GCAC will ensure that reasonable accommodations are provided to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment.

Please submit a cover letter and resume no later than **Monday, June 19, 2023** to jobs@gcac.org.

No phone calls. We thank all candidates for their interest, however, we are only able to contact those who we decide to interview.

Mission and Vision of the Greater Columbus Arts Council:

The mission of the Greater Columbus Arts Council is to support and advance the arts and cultural fabric of Columbus. Our vision is a thriving Columbus where the arts matter to all of us.

EOE/M/F/D/V/S