**Position Title:** Director of Data and Analytics **Department:** Ministry Services

**Reports to:** Exec, Director of Ministry Services **Campus/Team:** Data and Analytics

**Average Hours Per Week:** 40 **Salary/Hourly:** Salary

**Position Summary:**

The Director of Data and Analytics is responsible for the ownership, oversight and development of the CedarCreek Church data systems and analytics. This data needs to be accurate, readily available and easily accessible in a digestible format that will allow other teams in the church to make data informed decisions faster and more accurately.

**Position Responsibilities**

* Lead the vision and technical development of data systems and analytics
* Integration of data systems
* Architect data structure for optimal reporting and data system functionality
* Accuracy of data and distributed reports
* Optimize the data systems and reporting to meet the needs of the teams
* Analyze and deliver key metric data to decision makers

**Position Requirements:**

* Alignment with the CedarCreek Cultural Values
* Member at CedarCreek Church
* Be the go to person for troubleshooting church data systems
* Work with other teams to implement data strategies and make sure data has a seat at the table
* Assist in setting up effective staff trainings
* Manage multiple project timelines and keep team members on schedule while meeting deadlines
* Keep up on knowledge of industry-specific practices, tools and language
* Help use technology, data systems and analytics to grow the church
* Work with DreamTeam members to help accomplish projects and new initiatives
* Able to communicate a message forward – written and verbal
* Ability to handle multiple projects effectively
* Any additional requirements set by Direct Report, Executive Director, and/or Elders

**Beneficial Skills:**

* Coding Experience
	+ Examples - Front End, Back End, Full Stack, Python or HTML Coding
* Rock RMS and CMS features and design strategies
* Development in Tableau and/or Microsoft Power BI
* Knowledge of different Google Tools and potential applications

**Attributes:**

* Self-starter
* Positive attitude
* Heart of a servant
* Fun/enjoyable
* Ability to effectively prioritize and execute tasks in a results oriented culture
* Trustworthy and responsible
* Innovative and constantly learning
* Fascinated by technology
* Adaptable
* Able to function in ambiguity

**Typical Work Week:**

* Monday – Friday: 9am-5pm
* On call weekend availability to help with support tickets – mainly remote assistance

**Disclaimer:**

Nothing in this job description restricts the right of the Position’s Direct Report to assign or reassign duties and responsibilities to this job at any time. This is an at-will position and can be terminated at any time.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_**

**Position’s Signature Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_**

**Direct Report Position’s Signature** **Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_**

**Executive Director’s Signature Date**

cc.

Direct Report

Executive Director

HR/Employee File