



Data & Reporting Associate

Organization Mission and Vision

Founded 40 years ago, the ["I Have A Dream" Foundation](#) (IHDF) is a national nonprofit organization whose mission is to empower children from under-resourced communities to succeed in school, college, and career by providing academic, social, and emotional support from elementary school through college, along with a guaranteed post-secondary scholarship. Our dream is a world where every child has equal access to educational and career opportunities that will ignite their innate potential.

Position location

Our office is located in the Chelsea Neighborhood of New York City. There are flexible remote work opportunities with a minimum weekly "in-office " requirement.

Compensation & Benefits (FLSA Status: Exempt)

IHDF offers a competitive salary based on the organization's compensation philosophy, which is grounded in market data. The salary range for this position is \$58,000-\$65,000 depending on qualifications. We also offer comprehensive benefits (medical and dental insurance) and top-of-the-market paid time off (vacation, sick leave, and paid holidays).

Position Summary

Reporting to the National Director of Data and Reporting, the Data & Reporting Associate plays a critical support role for the National headquarters of the "I Have A Dream" Foundation (IHDF). At the National headquarters, the Data & Reporting Associate works to support data collection, reporting, and systems to ensure the success of our sites around the country.

Principal Duties and Responsibilities

- Create and review templates for data collection in Google Sheets.
- Create reports and dashboards in Excel and Salesforce to visualize the organization's data.
- Research benchmarking data.
- Manage users' accounts in Salesforce.
- Clean and enter data using Excel or Google Sheets.
- Assist with staff training and technical support around the database.
- Provide technical support to staff members on Salesforce usage.
- Support in enhancing, streamlining, and organizing data systems and projects.
- Establish and formalize systems for Salesforce
- Create training materials and lead staff trainings for Salesforce

Qualifications

- Any sort of formal education on data analysis, visualization, and management. This may include a major, post-secondary level classes, a certificate, etc.
- 1-3 years of experience in a role conducting data analysis and/or supporting Salesforce administration.
- A passion for data: spreadsheets, visualizations, and organization.
- Comfortable using Excel functions, formulas, and aggregation tools (like vlookup and pivot tables).
- Familiarity with how to use and operate a database, especially Salesforce.
- Experience creating reports and dashboards in Salesforce, Excel, or other software.
- Experience leading trainings and providing technical support around data and database software.
- Experience cleaning data in Microsoft Excel or Google Sheets.
- Has high standards for quality. Strives for excellence in work products. Extreme attention to detail.
- We encourage applicants who do not fully meet the technical and education requirements to apply. The most important trait is an eagerness to learn and grow skills around data.

How to Apply

Please send resume and cover letter to: hr@ihaveadreamfoundation.org, with the subject: Last Name/Data Associate. Applications received by February 3, will receive first consideration.

"I Have A Dream " Foundation is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and people who identify as LGBTQ+.