

ONETABLE // Salesforce and Data Manager

About OneTable:

Inspired by ancient Jewish wisdom, **OneTable** is a North American Jewish nonprofit dedicated to community building. In 2014, OneTable was initially created for those aged 21-39ish, to find, share, and enjoy Shabbat dinners, making the most of their Friday nights. Ten years later we have expanded our family of offerings to include Together @OneTable, peer-led Shabbat dinners for older adults, and Powered By OneTable, making our [signature digital platform](#) available to other engagement-oriented organizations. We are more committed than ever to making community-building accessible, inclusive, and meaningful for all—OneTable at a time.

JOB DESCRIPTION:

The Salesforce and Data Manager is a new full-time position on the OneTable team responsible for the development and data hygiene of our CRM. Under the direction of the Chief Technology Officer, this role involves ensuring data accuracy and accessibility, building and monitoring reports, dashboards, and list views to monitor data integrity, and collaborating to leverage data for strategic decision-making. A person with a keen eye for detail, a systems-oriented mind, and an ability to work independently while maintaining high levels of communication will thrive in this role.

Essential Functions:

Data Management:

- Maintain and update data records within Salesforce and other relevant platforms.
- Monitor data quality, identifying and rectifying inconsistencies or errors.
- Perform routine data cleansing to ensure accuracy and completeness.
- Import, export, and transform data as needed.

Salesforce Administration:

- Customize and configure Salesforce to meet the organization's requirements.
- Build and monitor reports, dashboards, and list views to monitor data integrity and support cross-departmental staff data needs. Use advanced features, including mass record editing and batch uploading tools for efficient data processing.
- Assist with user access management, profiles, and permissions.
- Implement and maintain automation processes (e.g., workflows, triggers) to streamline data operations.

Data Integration:

- Understand complex relationships between various integrated platforms (FormAssembly, Classy, ActiveCampaign, and others) and monitor data flow into and out of Salesforce.
- Document data management procedures, guidelines, and best practices.

User Support and Training:

- Assist in fostering an organization-wide understanding of data infrastructure.
- Provide training and support to users on data entry, reporting, and Salesforce usage.

Key Attributes/Competencies:

- Advanced proficiency working in Salesforce NPSP and data management tools such as Apsona and Data Import Wizard
- Experience working with Salesforce integrations like Classy, FormAssembly, Asana, Tableau and related platforms a big plus
- Strong analytical skills, with the ability to interpret data and use insights to inform decision-making
- Strong understanding of data quality, integrity, and security best practices.
- Advanced proficiency with Excel
- Strong project management skills with the ability to oversee multiple initiatives simultaneously
- Willing to think through and understand the “big picture” data ecosystem while managing small data details
- Excellent interpersonal, communication, and writing skills, with the ability to build rapport and maintain positive relationships with staff

Compensation:

The starting salary for this position starts at \$60,000 plus the following benefits:

- Health insurance — medical, dental, and vision insurance currently through Aetna; OneTable pays 85% of the healthcare premium for each employee and 50% for dependents.
- Pre-tax commuter benefits, a flexible or health spending account (FSA or HSA), short and long-term disability, and life insurance.
- Time off:
 - Paid time off (PTO) for personal, sick days, and vacation.
 - The office is closed for all major Jewish holidays and most federal holidays.
 - OneTable offices are also closed the July 4th week and December 25 - January 1.
 - As an organization rooted in the mission of spreading Shabbat, we know the importance of having time on Fridays to start winding down and preparing for our favorite weekly holiday. The OneTable offices close at 4:00 pm (local time) every Friday and at 12:00 pm on the first Friday of each month.
- Optional and discounted identity theft protection, legal assistance program, pet insurance, travel insurance, critical illness, accident, hospital indemnity insurance, and more.
- This position is an exempt salaried position, which is not eligible for overtime.

Location: OneTable offers a flexible hybrid work policy that allows you to work from anywhere in the United States. Full-time employees may choose to work from an office space (provided by OneTable) or fully remote.

- Schedule may include some evening or weekend hours, as needed

To Apply:

[Click](http://www.onetable.org/careers-apply) to fill out our online application: www.onetable.org/careers-apply
Questions? Email careers@onetable.org

Application Process:

- Review of applications will begin immediately and continue on a rolling basis until the position is filled.
- Submission of a Cover Letter and Resume outlining your interest in OneTable and how your qualifications match the job description.
- 2-3 rounds of interviews with members of the OneTable team.
- Applicants who move forward will be asked to complete a written task and will need to submit writing samples of their past work. 2-3 professional references will also be required.
- There may be additional conversations with colleagues with whom they would be working.

Note: *OneTable seeks to increase equity in its hiring and therefore to mitigate the inside edge sometimes given to those who have relationships with “field insiders,” OneTable does not accept informal recommendations from individuals with personal connections to our staff or Board members and cannot factor such referrals into the selection of candidates for interviews.*

Equal Opportunity Employer:

We deeply value the diversity of insight, perspective, and experience brought by people from backgrounds typically underrepresented in Jewish institutions. This includes Black, Latinx, Indigenous, and Asian people, Black Jews, Jews of Color, Sephardi and Mizrahi Jews, lesbian, gay, bisexual, trans, and gender non-conforming people, and people with disabilities. We also welcome applications from people of diverse religious, spiritual, and cultural backgrounds.

The organization provides equal employment opportunities to all applicants and employees without regard to race, color, religion, gender, sexual orientation, gender expression, age, citizenship or immigration status, creed, genetic predisposition or carrier status, national origin, disability condition, marital status, status as a disabled or Vietnam-era veteran, or any other protected characteristic as established by law. In addition, the organization affirmatively seeks to advance the principles of equal employment opportunity as it applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination, and all other terms and conditions of employment.