THE ORGANIZATION: The Minnesota Center for Environmental Advocacy has been the leading legal and scientific voice for Minnesota's environment since 1974. We work in the courts, regulatory agencies and at the legislature to defend clean water and a create a livable climate for our children.

POSITION SUMMARY:

This newly created position will use data to give people across the state the opportunity to join us in ensuring clean water, a livable climate and clean air. Our legal and legislative work can't succeed without financial support and pressure from a broad cross-section of Minnesotans and we are looking for someone to drive this work.

We seek an experienced Data Manager that will manage the organization’s data infrastructure and provide data management. This position will work as a team with public engagement and development staff who are committed to work and laugh hard together. Our ideal candidate is excited about data-driven insights and using data to develop more effective engagement and outreach strategies.

MCEA is interested in a new team member with data chops who can assess our needs and help us theorize and execute strategies based on data. We recognize multiple professional and educational paths could prepare someone to be the ideal candidate for this role. Thus, we can envision hiring as a regular position as well as a post-doctoral fellowship. For a fellowship, we’d consider somebody with a background in quantitative data analysis (in a variety of disciplines) who’s excited about the possibility of using these skills to drive our advocacy and fundraising as a one-year fellowship with the possibility of renewal.

THE PERSON WE NEED:

- Experienced in leading data-driven innovations to increase fundraising and engagement
- Curious about the possibilities and insights that can be gleaned from data
- Experienced at building predictive models and conducting data-driven analysis of programs
- Ability to communicate about and with data simply and effectively
- Motivated to defend Minnesota’s climate, clean water, and land
- Has worked with major CRMs.

RESPONSIBILITIES:

- Maintain CRM and other list management tools
- Perform data appends and ensure MCEA's data is clean and usable
- Maximize use of data tools to meet fundraising and engagement goals
- Work with communications and fundraising to enhance the success of email, social media, website, and online ad content and strategies to maximize fundraising and engagement in MCEA’s advocacy work
- Proficiency in Excel
EXPERIENCE:

- At least 2 years of data-related experience, ideally to advance fundraising and engagement
- Must be relationship oriented
- Ability to explain complex systems in simple terms
- Excellent analytical and problem solving skills
- Knowledge of different CRM and voter list systems, ideally Salsa and VAN
- Ability to set priorities, meet deadlines and lead colleagues
- Have the ability to keep up to date with technology as it develops and inform the organization of upcoming opportunities and challenges
- For potential fellows: experience with quantitative and qualitative research, and relevant statistical and methodological coursework or training

SALARY & BENEFITS:

The salary range for this position is $40-$45,000 with a great benefits package and generous paid time off.

REPORTS TO: This position reports to the Chief Development Officer.

HOW TO APPLY: Send electronic cover letter, resume and three references to hr@mncenter.org with the subject line Data Manager. This position is open until filled, but apply by July 2nd for priority review. Our goal is to start interviewing in early July and have the right candidate start in early August.

The Minnesota Center for Environmental Advocacy is an equal opportunity employer and encourages applications from people of color, persons with disabilities, LGBT individuals, and women.