



Database Report Writer

Overview and History:

The Jewish Federation of Palm Beach County (JFPBC) is a 501(c)3 nonprofit organization dedicated to transforming, inspiring, and saving lives in the Palm Beaches and 70 countries worldwide. Each year, JFPBC inspires thousands of community members to contribute, volunteer, and participate in programs that generate more than \$50 million, creating a powerful impact in the community. Working every day to improve the lives of Jewish people, JFPBC funds 13 agencies and programs in the Palm Beaches and around the world to strengthen the social service network for all, build a strong and inclusive Jewish community, and provide help to those struggling through adversity.

JFPBC seeks a Database Report Writer to support the organization by developing and reporting metrics using CRM and third-party applications. The DRW will interview and collaborate with users to best develop and optimize reports to support business needs. The DRW will perform data analysis, validation, and develop dashboards in addition to other projects.

Essential Duties and Responsibilities:

- Develops a working knowledge of in-house processes; serves as a business partner across the organization, creating and testing reports in alignment with reporting needs.
- Works with users to identify/interpret business needs and user requirements to develop proper data solutions; gathers and analyzes raw data from various systems and reports.
- Responsible for creating, updating, and maintaining database solutions related to reporting, data security, marketing and communications including but not limited to:
 - Creates Marketing Mail lists for use via telemarketing, direct mail, snail mail, and email.
 - Creates invitation lists for events and populates the invitation tab.
 - Creates appeal mailing lists.
 - Creates advanced query/selections/smart query/KPI's/Dashboard.
 - Aggregates data for management analysis using SQL and SSRS.
 - Creates export definitions.
 - Advanced query reporting for management analytics.
 - Develops and maintains PowerBI/INSIGHT reports and dashboards.
- Writes SQL scripts to update, extract and manipulate data that cannot be done using a global process in CRM.
- Tests and validates underlying report data.
- Documents, tracks changes, resolves issues and maintains all required report design, enhancement and/or modifications to report system accordingly.

Compensation and Benefits:

In addition to a competitive salary, JFPBC currently offers the following benefits:

- A portion of medical and dental premiums are Federation-paid.
- 100% of vision premiums are Federation-paid.
- Federation contributions toward HSA accounts.
- Federation-paid Life/AD&D policy.
- Federation-paid long-term disability (LTD) insurance.
- Medical and dependent-care Flexible Spending Accounts (FSA).
- Hybrid work schedule.
- Professional development and training opportunities.
- Paid vacation and sick leave.
- Generous paid holiday schedule

Position Summary

Posted: February 2024

FLSA Designation: Exempt

Full/Part-Time: Full-time

Qualifications and Success Factors:

- Bachelor's degree in a computer related field required.
- Three or more years' experience of relevant work experience in analytics, data engineering, BI or related field required, or equivalent combination of relevant education, experience and skills required.
- Excellent written and verbal communication skills and the ability to communicate effectively with non-technical people.
- Excellent customer service skills.
- Strong knowledge of basic office computing, including MS Office (Outlook, Word, Excel, PowerPoint, Teams), Zoom and basic database skills required.
- Experience with PowerBI, Power Automate, Microsoft Dynamics, SQL, advanced Excel required; experience with Blackbaud CRM a plus.
- Experience building reports, scorecards, and dashboards.
- Knowledge of object oriented, relational database concepts and design and of relational database theory and structured query language (SQL).
- Ability to conduct research into systems issues and products as required.
- Ability to adhere to work instructions regarding documentation.
- Attention to detail; ability to work efficiently with minimal errors.
- Strong organizational, time management and workload management skills required.
- Must be able to work off-shift hours including nights and weekends, as needed.

Apply online via JFPBC's [Career's page](#), or email resume and cover letter to: HRrsvp@jewishpalmbeach.org

JFPBC strongly encourages applications from individuals with varied identities and backgrounds. As an equal opportunity employer, all individuals are encouraged to apply without regard to race, color, religion, age, disability, national origin, gender, sexual orientation, marital status, ancestry, genetic information, medical condition, veteran status, financial status, or any other class protected under federal, state, or local laws.