



**Strengthening
nonprofits and
the communities
they serve.**

Sharing a mission of change
SINCE 1988 CELEBRATING 30 YEARS

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Suite 1715
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Missouri

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Suite 125
Columbus, OH 43215
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Wisconsin

215 North Water St.
Suite 225
Milwaukee, WI 53202
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IFF

Position Description

| | |
|-----------------------------|---|
| Title: | Data Architect |
| Reports to: | CFO |
| Department: | Data Analytics |
| Department Function: | Steward IFF’s data infrastructure and drive a stronger data-driven decision-making culture. |

Who we are

IFF improves the world by strengthening nonprofits and the communities they serve. As a mission-driven lender, real estate consultant, and developer, IFF helps communities thrive by creating opportunities for low-income communities and persons with disabilities. Key to our success has been a deep sense of purpose, a broad perspective, and a relentless focus on achieving positive results. Across the Midwest, we help clients from every sector, including human service agencies, health centers, schools, affordable housing developers, and grocery stores. Staff contributes its extensive business experience with an unrivaled connection to the mission of IFF and the nonprofit clients it serves.

IFF is looking for candidates with a commitment to the work it does and can demonstrate their creativity, detail-orientation, diligence, efficiency, enthusiasm, flexibility, organization, thoughtfulness, and sense of humor.

Our staff of nearly 100 professionals works from our Chicago headquarters, and we also serve the Midwest from six regional offices: Indianapolis, IN; Detroit, MI; Kansas City, MO; St. Louis, MO; Columbus, OH; and Milwaukee, WI.

The job in a nutshell

As part of its latest strategic plan, in 2018 IFF has started a massive “renovation” of our data management systems and processes, bringing our data infrastructure into



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the 21st century and most importantly ensuring that data enables our work in increasingly strategic and efficient ways. As part of this renovation, we seek an experienced data architect who will be IFF's first dedicated data architect and own the continuous evolution of IFF's data infrastructure.

The job in more detail

The Data Architect will:

1. Work across IFF in strong collaboration with business leads, the Research & Evaluation Team, IT, and the rest of the Data Analytics team to ensure that IFF's data ecosystem increasingly enables data to be accessible for analysis, reporting, and operational purposes.
 - a. **Partner with business leads to evolve and maintain IFF's primary data sources:**
 - i. IFF manages data about our relationships, business operations, and impact in a cloud-based instance of Microsoft Dynamics 365 for Sales that we have affectionately dubbed "CASPER." This system replaced a legacy system in August 2018 and we want to continuously evolve it synchronously with our business needs. That means you will be understanding and prioritizing requests from across the organization on feature updates, most of which affect both front-end user experience and the data infrastructure on the back-end.
 - ii. We are transitioning to Sage Intact for our accounting system and plan on bringing other tools such as Microsoft Project Online into our ecosystem. As the data architect, you will play a key role in the data architecture and evolution of these systems as well.
 - iii. In addition to our internal data, we also use external data, especially to support our Research & Evaluation function. Currently these external datasets exist in flat files saved on file drives. A key project of the Data Architect will be designing, implementing, and maintaining a database to house these data and future external datasets with an eye

towards how to integrate these data with our internal data
(see point [b] below)

- b. **Guide and implement appropriate integrations between systems in our data ecosystem:*** IFF's data ecosystem is *not* a "one system to rule them all" set-up. We have a primary enterprise system, CASPER, but we also have several other large systems such as our accounting software and our loan servicing software. We also have teams who regularly work with large amounts of externally-produced data such as from the US Census Bureau and school districts. Finally, we use Sisense as our enterprise business intelligence platform and proto-data warehouse. As our Data Architect, you will help IFF filter the possible integrations between systems to the necessary ones. You will also help us eventually move us towards a more permanent and robust data warehousing set-up, building on top of work already done through our business intelligence implementation.
 - c. **Improve data integrity:*** data collection is always messier than we'd like. Within our formal data systems, we have put in place initial steps to improve data integrity but there is always room for improvement from exception reporting to establishing more review processes to auto-checking certain logic rules. As Data Architect, you and your other colleagues in the Data Analytics Team will often be the first to identify recurring data integrity issues. When that happens, we want you to put your heads together and figure out how we can chip away at these issues.
 - d. **Document key processes and definitions:*** this role is all about building and maintaining systems. For those systems to be most useful, they must be documented to a helpful level. As you evolve our data infrastructure, you will also update as needed the various documentation surrounding that infrastructure in our Data Dictionary, maintenance guides, and the meta-data within the systems themselves.
2. Continuously deepen understanding of IFF's business, programs, and operations. Attend and participate in required educational programs and

staff meetings.

3. Perform other duties as assigned.

Success looks like:

- **Role-specific Expectations**
 - You successfully own and manage the high-priority projects that align with IFF's strategic plans, resulting in improved data infrastructure that increasingly satisfies internal needs. Your internal "clients" on these projects are satisfied with the solutions you have created.
 - You collaborate with IT to manage vendor relationships, working with their customer support to troubleshoot as needed.
 - You create and document maintainable solutions to data infrastructure challenges/needs.
- **Cross-IFF Expectations**
 - You cultivate a culture of openness in information sharing by encouraging open communication, cooperation, and the sharing of knowledge.
 - You model personal accountability that promotes ownership and engagement.
 - You build and maintain effective working relationships with colleagues, peers and team members.
 - You value and support differences in others, contributing to an inclusive work environment. An important part of this is having the ability and willingness to communicate effectively with people of diverse backgrounds and experiences to create a collaborative, collegial, and caring community.



Who you are

Previous Experience and Career Ambitions: You have at least two years of experience developing and maintaining a data warehouse. Bonus points if you have previously worked in banking, nonprofit, and/or community development organizations. From this experience, you know that stewarding data infrastructure and constantly combatting technical debt is incredibly valuable *and* you love doing it.

Skill Set:

1. *Technical toolkit:*
 - a. **Expert-level SQL:** you write SQL queries in your sleep, have built many structured databases, know how to optimize and refactor a database when needed, and have scripted many an integration package.
 - b. **Advanced data modeling:** you can understand a business case and translate into data structures that are simple as possible. You also understand how to structure normalized data in front-end data collection tools and de-normalize in back-end reporting tools.
 - c. **Knowledgeable on required security environment:** you can collaborate effectively with IT and reduce their learning curve as we bring new data infrastructure on board.
 - d. **Bonus points:** if you have previously worked with Microsoft Dynamics 365, Sage Intact, and/or Sisense.
2. *Effectively manage projects:* you can hone in on the objective of each ask, whether it is a relatively small feature tweak or a large-scale project. You can then manage the relevant stakeholders and drive to results with guidance but not a lot of hand-holding. You work well both independently and as part of a team. You know when you should loop in others before moving forward and when to pause and ask for input first. You are also a genuinely nice person that knows how to be curious, humble, and/or assertive when the situation calls for it.
3. *Exceptional critical thinking:* you can look at a database and immediately notice when something seems worth asking a question about. You aren't afraid to ask for clarification or push back if you don't understand the logic



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behind someone's reasoning.

4. *Plain English communication:* You know when to speak data types and when to lose the jargon and illustrate what the implications of a data architecture change would be from a business perspective. You can draw things out and show with simple examples the nitty gritty when needed.

Application Instructions: Please submit a cover letter and résumé to careers@iff.org with "Data Architect" in the subject line. The cover letter is very important: we will not review any applications that do not have a cover letter. Use it as an opportunity to introduce yourself to us and explain why you are drawn to this role. And for your résumé, keep in mind that we will be reviewing it against the skills outlined above. In other words, your résumé is the first opportunity you have to show us your technical, project management, critical thinking, and communication chops.

IFF values equity, diversity and inclusion as part of its mission to strengthen nonprofits and the communities they serve. IFF is an equal opportunity employer.