

HFLS Systems & Data Manager job posting

December 2021

The Hebrew Free Loan Society seeks a full-time **Systems & Data Manager** to maximize use of its Salesforce system and the data it contains to drive forward its mission of helping lower-income New Yorkers achieve financial stability and access financial opportunity.

THE ORGANIZATION: [The Hebrew Free Loan Society \(HFLS\)](#) fosters financial stability and opportunity among low- and moderate-income New Yorkers by providing access to safe, affordable credit in the form of interest-free loans. HFLS loans allow borrowers to invest in their education, start a business, meet emergency expenses, and more.

HFLS serves people of all religious and cultural backgrounds, regardless of immigration status or credit history. This year, HFLS will lend over \$20 million to more than 2,000 households; the organization is on a growth trajectory with a plan to double lending over five years.

THE POSITION: The **Systems & Data Manager** is a new, full-time position that will play a crucial role in ensuring HFLS is able to assist more lower-income New Yorkers, lend more dollars, and raise more funds to support our work in the years to come.

Reporting to the Deputy Director, the Manager will be the primary administrator of the HFLS Salesforce (NPSP) system, responsible for overseeing all operations, upgrades, modifications and data within the system as well as related software and integrations. The Manager will work with staff across the organization to explore, develop, and implement Salesforce-based solutions, integrations, and enhancements for loan origination, loan servicing, fundraising, and donor management, all of which take place in a single Salesforce system.

Position Details:

- Schedule: 9am-5pm ET with flextime available
- Location: Fully remote or hybrid remote/in-office (the HFLS office is currently operating fully remotely)
- Salary & Benefits: \$90-110k, based on relevant skills and/or experience, with benefits including health, vision, and dental insurance
- Start Date: April 1, 2022

THE CANDIDATE: This position is an excellent opportunity for a Salesforce-certified technologist who is interested in applying analytics and innovation to help further HFLS's mission and work. The ideal candidate has significant experience with Salesforce NPSP and enjoys identifying ways to advance an organization's efficiency and effectiveness through the creative use of technologies and systems.

Required experience and qualifications:

- Salesforce Certified Administrator (or more advanced) credential.
- At least three years of professional or consulting experience with Salesforce administration for a nonprofit, community development, or lending organization (specifically using NPSP).
- Experience training and supporting non-technical staff in the use of Salesforce.
- Commitment to the HFLS mission to foster financial stability and opportunity among lower-income New Yorkers through interest-free lending.

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TO APPLY: Email a resume and cover letter summarizing your relevant experience and interest in the role to Jobs@HFLS.org. Applications will be reviewed on a rolling basis.

HFLS is currently operating remotely and the hiring process for this role will be conducted entirely by email, phone, and Zoom. HFLS is an equal opportunity employer.

View this and other HFLS job announcements at <https://HFLS.org/job-opportunities>.
For more information about HFLS, visit <https://HFLS.org>.