WHO WE ARE
Charles and Lynn Schusterman Family Philanthropies (Schusterman) strives for a future in which the United States and Israel live up to their highest ideals and achieve more just and inclusive societies. We work to advance racial, gender and economic equity in the U.S., as well as foster a more joyful and diverse Jewish community. In Israel, we work toward a secure homeland for the Jewish people, a thriving democracy and an inclusive society that cares for its most vulnerable. We aim to drive and support long-term systemic change through investments in leaders, organizations and U.S. public policy.

JOB SUMMARY
The Information Technology team facilitates the implementation and refinement of Schusterman strategies through the use of technology resources and data analytics. The Analyst, IT Systems is a member of that team and is based in Schusterman’s Jerusalem, Israel office, where they will primarily support the technology needs of Schusterman’s grantmaking teams. The analyst will also function in concert with their colleagues at other Schusterman offices in the USA and Israel in order to take a holistic approach to the common technology needs of our grantmaking and program teams’ needs across all of the Schusterman teams.

RESPONSIBILITIES
This position is a key partner of the Grantmaking teams and works collaboratively within the IT Team on projects surrounding the Fluxx grantmaking, CRM and reporting systems. The position may also work with program teams on projects involving FormAssembly, Salesforce CRM, and Salesforce Community Cloud platform. Job responsibilities will include, but not be limited to:

Grantmaking and Program Support (60%)
Outcome: The Analyst, IT Systems provides as-needed team-wide support, contributing to on-going operations and identifies and highlights potential process and technology improvements.

- Assists with the development and operationalization of efficient and scalable automated systems to support grantmaking functions and related reporting with an emphasis on Israel-based grantmaking teams.
- Applies a time sensitive and service-oriented approach to resolving problems for stakeholders.
- Supports continuous availability of our systems and rapid resolution of helpdesk issues. This will be done in conjunction with the US-based IT Philanthropy Systems team members and will include input on and support for roll out, including training, of any new systems.
- Proactively identifies gaps and opportunities for improvement and proposes solutions for those gaps.
- Exercises a data driven approach to problem solving.
- Assists with the development and operationalization of efficient and scalable automated systems to support program functions and related reporting with an emphasis on Israel-based program teams.
**Project Support (20%)**

**Outcome:** The Analyst, IT Systems supports project managers and stakeholders in IT, Grantmaking, and Programs.

- Supports project managers in effectively managing projects, ensuring on-time delivery, and clearly communicating project status.
- Supports project managers through research, analysis, project documentation, scheduling, and other project support work.

**Other Duties as Assigned (20%)**

**Outcome:** The Analyst, IT Systems supports IT, Grantmaking and Program team members with other projects and initiatives as they arise.

**COMPETENCIES NEEDED TO BE SUCCESSFUL**

Building productive relationships with colleagues across the organization and supports key team members.

- Simultaneously engaging in multiple—and sometimes competing—projects and timelines effectively and efficiently.
- Demonstrates clear analytic thinking and ability to connect big picture and details.
- Demonstrates clear and proactive communication in relation to both projects and people.

**REQUIRED QUALIFICATIONS**

The following qualifications are representative of the high level of demonstrated skills, maturity, judgment, and ability to work with a wide range of constituencies required of Schusterman employees:

- At least 2 years of professional experience in the Technology field.
- A Bachelor’s degree with an emphasis on Technology or related field preferred.
- Prior experience with grantmaking preferred.
- Experience with trouble shooting and debugging problems and defining appropriate data driven solutions.
- Evidencing an understanding of change management processes and systems thinking.
- Understanding of MS Office 365 products including Office Suite, Exchange Online, SharePoint Online, OneDrive and Teams- preferred
- 1+ year(s) of experience with database technologies, SQL, data analytics and BI tools.
- Experience with Fluxx preferred.
- Experience with Salesforce preferred.
- Experience with Form Assembly preferred.
- Adept at developing cooperative working relationships with internal employees and external clients and vendors required. Ability to exercise discretion and tact in difficult or confidential situations.
- Excellent verbal and written communication skills in both English and Hebrew.
- Flexibility to achieve organizational objectives including ability to participate in local and remote meetings across multiple time zones including the ability to work some evenings.
- Ability to travel internationally on occasion required.

**PERSONAL QUALITIES**

Among the personal qualities required of all Schusterman employees are:

- A commitment to Schusterman’s mission, an understanding of the proper role of staff in a philanthropy and a willingness to work as a team player for the good of Schusterman.
- An ability to combine the roles of objective evaluator and sympathetic observer.
- A strong work ethic and capacity to complete assignments in a timely, organized and efficient manner.
- Detail oriented, thrives in the execution phase of projects and loves seeing the final product out in the world.
- An ability to work independently and in collaboration within and across teams, to accept constructive criticism and to handle pressure of multiple tasks and a high workload with resiliency and a sense of humor.
- A high degree of flexibility in order to achieve organizational objectives and meet its demands/needs.
• An ability to understand and interpret pertinent policies and procedures clearly and accurately, especially those requiring all Schusterman employees to maintain the highest level of confidentiality with regard to business and personal matters of Schusterman, its trustees and officers.

Charles and Lynn Schusterman Family Philanthropies is an Equal Opportunity Employer. Schusterman promotes diversity and provides equal employment opportunities without regard to race, color, national origin, ancestry, sex, gender, gender identify, gender expression, religious creed, disability, genetic information, age, marital status, sexual orientation, or military and veteran status. We encourage individuals of all backgrounds to apply.

To apply for this position please send your CV to: Jobs@schusterman.org.il