



## Senior Director, Data & Analytics

### About AEO

With its reputation for delivering actionable research and award-winning innovative solutions, the Association for Enterprise Opportunity (AEO) is a growing and dynamic organization. AEO is the leading voice of innovation for microfinance and microbusiness. Our mission is to create economic opportunity for underserved entrepreneurs throughout the United States. We engineer transformational change through research, convening, incubation, and advocacy to foster a robust and inclusive marketplace. For more than 25 years, AEO and our 1,700+ member organizations have helped millions of entrepreneurs support themselves and their families while contributing to their communities through business ownership.

### Position Summary

AEO is seeking a Senior Director to lead its newly formed Department of Data & Analytics (DDA). The Senior Director assumes the primary technical leadership role within AEO and is accountable for defining, leading and communicating the technology architecture strategy, plan and operational guidelines that support the organization's information, data and business strategies. Tasked with leading a team to launch and sustain an Enterprise-Wide data strategy, this position also plays a critical role in aligning business vision, research, technology and data strategy. The Senior Director, working with the Enterprise-Wide Technology Task Force, will define, maintain and govern the data and technology architectural strategy for our suite of products, services and solutions and work collaboratively with research and across all functional departments to champion these initiatives.

The Senior Director drives best practices and directs the creation of a holistic technology approach and strategy that defines technical architecture, foresees future enterprise platform needs, and delivers an efficient digital and information technology environment. This individual will collaborate on AEO-wide projects that require in-depth knowledge technical systems and applications.

Crucially, the Senior Director must also be capable of intuitively recognizing connections between AEO's various projects, the small business landscape and potential monetization opportunities available to AEO. The Senior Director reports to the President & CEO.

### Primary Responsibilities

- **Work collaboratively across the organization:**
  - Operates across organizational and computing silos to drive common approaches and highlights information assets and processes across the organization.

- Serves on appropriate committees and acts as a resource to institutional committees on an ad hoc basis.
- Regularly partners with AEO's Research Director to identify and solve for data requests, needs, and demands related to ongoing or future research projects.
- Provides consultation in their area of expertise and facilitates institutional work groups.
- Collaborates with leaders across the organization to assist in the development of roadmaps that translate business requirements into technological solutions, including timelines, budgets, team structure and skillset requirements.
- Evaluates connections between AEO projects (and underlying data) and potential future monetization possibilities.
- **Technology strategy & strategic planning:**
  - Maintains a holistic view of the organization's strategy, processes, information and technology assets.
  - Manages and facilitates a Technology Task Force to advise on technology strategy and proposals.
  - Collaborates with leadership and subject matter experts to build a holistic view of the organization's strategy, processes, information, and information technology assets.
  - Develops short and long-term department strategy.
  - Introduces and accelerates new technologies and methodologies to support digital transformation.
  - Leads strategic technological planning to support AEO's goals by prioritizing initiatives and coordinating the evaluation, deployment, and management of current and future technologies.
  - Sets financial, operational and quality objectives for the unit and develops master operational plans, including the management of departmental expense and capital budgets.
- **IT Infrastructure and Architecture:**
  - Coordinates the development of a technical architecture that meets the organization/department business needs and provides an efficient and secure IT environment.
  - Designs and effectively communicates an architectural vision by aligning product/program needs, stakeholder requirements/use cases and future capability demands.
  - Produces architectural plans and blueprints; circulates roadmaps to align technology priorities with business department's needs.
  - Leads the design and modeling of tactical and scalable architectures for delivery, development, and support of projects.
- **Data Strategy:**
  - Influences and facilitates digital data strategy decisions through consultation and support of the overall business strategy.
  - Facilitates collaboration with internal and external users of AEO research, data and technology through planning sessions, needs analysis and risk assessments and proposes potential ways to meet needs and requirements.
  - Work collaboratively with the research department to maximize the impact of AEO's data-driven research.

- **Policy and Governance:**
  - Develops and maintains policies, standards, and guidelines to ensure that a consistent technology framework is applied across the organization.
  - Leads committees to establish technical standards, promote integration of data, and/or coordination of projects across work units.
- **Implementation:**
  - Implements and manages IT improvement programs and provides in-depth technical expertise for tactical and operational initiatives.
  - Implements effective security measures and best practices to protect data when developing architectural designs, specifically in network and application layers.
  - Reviews periodic testing of user websites, mobile applications and incident responses

### **Professional Experience and Qualifications**

- Bachelor's degree (Master's preferred)
- 7+ years of experience in identifying operational issues and recommending and implementing strategies to resolve problems
- 5+ years of experience leading individuals and teams to deliver high-quality work and complete project deliverables
- Experience with building strategic technology blueprints and plans
- Experience with enterprise architecture roadmap and governance

### **We Offer**

- Competitive compensation based on experience, including retirement matching
- Fully paid medical, dental, and vision coverage
- A collaborative and high-performing work environment

### **TO APPLY**

Interested applicants should send a cover letter and resume to [careers@aeoworks.org](mailto:careers@aeoworks.org). In your cover letter, please include: your qualifications for this position, your salary requirements, and how you learned of this vacancy.

AEO is clear of its vision to be a place where a diverse mix of talented people want to come, to stay, and do their best work. We are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.