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Girls Inc.
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JOB POSTING

Position: Information Technology Data Analyst

Reports to: Director of Information Technology

Location: National Resource Center, Indianapolis, IN

Summary: The Information Technology Data Analyst is responsible for the organization's data, making sure that the data repositories produce consistent, reusable quality data. The IT Data Analyst develops analysis and reporting capabilities across the organization, with an emphasis on fundraising (approximately 65%), and monitors performance and quality control plans to identify improvements. This position works collaboratively with management and key stakeholders, to identify business needs and to develop a plan that will assist the organization with meeting or exceeding its objectives.

Responsibilities

- Develop, implement and maintain databases, data analytics and other strategies that optimize statistical efficiency and quality; locate and correct coding issues
- Acquire and maintain data from secondary data sources
- Create visualizations from views using BI reporting tools
- Identify, analyze, and interpret trends or patterns in data sets using statistical techniques
- Develop policies and procedures for the collection and analysis of data
- Review and validate departmental customer data as it is collected
- Filter and clean data by reviewing reports and performance indicators
- Identify and define new process improvement opportunities
- Provide basic BI software training for end-users
- Serve as a member of the Data Governance team

Qualifications

- Technical expertise regarding data models, database design development, data mining and segmentation techniques
- Strong knowledge of and experience with reporting packages, databases, and programming, such as SQL Server, and ETL frameworks
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate information with attention to detail and accuracy

- Adept at writing queries and reports; presenting findings
 - Ability to work well under pressure, managing changing timelines and conflicting demands
 - BS in Information Management, Statistics or related field
 - 3+ years' experience with Salesforce
 - 3+ years' experience with BI tools, such as Power BI (preferred)
 - Strong understanding of fundraising processes and reporting needs (preferred)
 - Change management skills; ability to organize and execute required system changes
 - Excellent verbal and written communication skills
 - Ability to understand requirements and explain technical issues to non-technical staff
 - Ability to work with people from all levels inside and outside of the organization
- Salary Range:** \$50,181 - \$57,708

Competitive Benefits

How To Apply:

Interested applicants should send a resume and cover letter to: humanresources@girlsinc.org no later than September 30, 2020. No phone calls, please.

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