



Inspiring all girls
to be strong,
smart, and bold

Girls Inc.

441 WMichigan St.

Indianapolis, IN,
46202

Tel: (317) 634-7546

Girls Inc. IT Data Analyst and Salesforce Administrator

Location: National Resource Center, Indianapolis, IN (Hybrid)

The Data Analyst position is critical to the success of Girls Inc. data collection and fundraising platform. The position will advise and assist in the implementation of our overall data infrastructure and work with different teams to identify data sources, plus will ensure the data is cleansed and validated appropriately. The position 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 key stakeholders, identifying business needs and formulating solutions that help the organization meet or exceed 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 strong collaborative work relationships with department staff to identify opportunities for data tools and marketing products.
- Be responsible for high-level data analysis and visualization.
- 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 and Salesforce software training for end-users.
- Leads the design and development of systems used for managing data.

Qualifications:

- **3+ years' experience with Salesforce.**
- **3+ years' experience with BI tools, such as Power BI (preferred).**
- **Excellent verbal and written communication skills, including the ability to understand requirements and explain technical issues to non-technical staff (strongly preferred).**
- **Ability to work and coordinate third parties' workload and to interact with all levels inside and outside of the organization (strongly preferred).**
- **Strong knowledge of and experience with reporting packages, databases, and programming, such as SQL Server, and ETL frameworks.**
- Technical expertise regarding data models, database design development, data mining and segmentation techniques.

- 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.
- Strong understanding of fundraising processes and reporting needs (preferred).
- Change management skills; ability to respond and adapt, plus organize and execute required system changes.

How to apply:

Interested applicants should send a **resume and cover letter** to:
humanresources@girlsinc.org

GIRLS INC. IS AN EQUAL OPPORTUNITY EMPLOYER.

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