



# ASSIGNMENT DESCRIPTION

## ROLE IDENTIFICATION

Role:	Data and Reporting Analyst
Department:	Information Management
Reports to:	Senior Director, Information Management

## PURPOSE OF ASSIGNMENT

Reporting to the Senior Director, Information Management, the Data and Reporting Analyst will be responsible for data management to ensure that the organization is effectively soliciting its entire prospect and donor populations in ways that maximize revenue and participation. The key responsibilities include: compilation and tracking of qualitative and quantitative information related to a donor, as well as the production of high level reports to provide reliable, timely and accurate information for UWEO both internally and externally. It also includes the integration of evaluation information to be used for internal planning purposes and external communication to various stakeholders.

## RESPONSIBILITIES

### **Analytics and Reporting:**

- Provide accurate, timely and relevant data analysis to meet Resource Development team's diverse requirements by providing leadership on data management and analysis systems

### **Project level:**

- Ensure adherence to individual procedures and processes and their alignment to the corporate plan
- Proactively identify opportunities for reporting improvements, efficiencies and new metrics
- Maintain the quality of data analysis, research output and reporting, and ensure that everything produced is well documented
- Provide suitable updates to internal and external clients on the status of ongoing work
- Collaborate effectively with other teams to ensure any analysis is used to its best ability and aligns to the corporate plan.
- Update and develop data management Standard Operating Procedures (SOP) for Resource Development team

## TIME COMMITMENT

This assignment is a full-time one year opportunity starting May 2020. The candidate must be available full-time for the duration of the placement.

## QUALIFICATIONS

- Background in data management, statistics, or a related quantitative field
- Experience providing in-depth analysis and reporting, and producing significant, useful insights and recommendations into key performance metrics
- Experience delivering executive level reporting, strategic analysis
- Ability to proactively identify opportunities for reporting improvements, efficiencies and new metrics
- Experience ensuring reporting accuracy, including identifying and resolving reporting or data integrity issues
- Experience in project management
- Ability to work in a fast paced environment
- Advanced statistics skills and quantitative analysis ability
- Excellent analytical, report development and operational acumen skills; proven ability to apply analytical thinking in a business setting
- Strong critical/conceptual thinking skills combined with the ability to synthesize information to see the big picture while effectively managing details
- Strong written/oral communication and strong interpersonal skills; experience summarizing data and building executive level presentations and communication packages utilizing tools such as MS PowerPoint
- Expert knowledge and capabilities in Excel; Advanced PowerPoint skills
- Demonstrated experience working with analytical software such as SSPS, R, SAS, Weka or other similar platforms would be preferred
- Ability to set priorities and work independently. Ability to work in a fast paced, dynamic environment with an ability to manage multiple projects simultaneously and make effective decisions under pressure
- Programming – ability to automate report functions and perform data post processing using Access, Visual Basic, and/or SQL

## BENEFITS OF THIS ASSIGNMENT

- Apply and refine the following professional competencies through experience in the non-profit sector: Communication; Interpersonal; Client Services; Leadership; Thinking; and Organizational
- Opportunity to work in a dynamic not-for-profit community organization
- Contribute to making our community stronger, healthier and safer for all
- Network with United Way East Ontario staff and volunteers

## HOW TO APPLY

Please **obtain your manager's approval**, and then send your CV and a cover letter (maximum 500 words) to [jgsteil@unitedwayeo.ca](mailto:jgsteil@unitedwayeo.ca). Please indicate which positions are of interest and copy your manager in your submission.