



2024 COMMUNITY SECONDMENT PROGRAM

ROLE IDENTIFICATION

Role:	Senior Manager, Analytics and Reporting
Department:	Corporate Services
Reports to:	Senior Director, Information Management

PURPOSE OF ASSIGNMENT

Reporting to the Senior Director, Information Management, the Senior Manager, Analytics and Reporting is responsible for leading work with data segments, ensuring that the organization is effectively leveraging information in ways that maximize revenue and support strategic decision making.

This work will include compilation and tracking of qualitative and quantitative information related to, as well as the production of high-level reports and data models to provide reliable, timely and accurate information. It also includes the integration of evaluation information to be used for internal planning purposes and external communication to various stakeholders.

This is an excellent opportunity for any professional who would like to work in a team environment, expand their project management and communication skills, and change lives across our region.

As an impact United Way, we work to achieve measurable, lasting change for those who need it most.

RESPONSIBILITIES

Analytics and Reporting:

- Responsible for providing accurate, sophisticated, timely and relevant data analysis in support of various business decisions across the organization.

Data Management:

- Responsible for providing leadership on data management and analytics systems

Project level:

- Ensure adherence to individual procedures and processes and their alignment to the corporate plan
- Proactively identify opportunities for reporting improvements and efficiencies
- Take a leadership role in the maintenance of the quality of data analysis, research output and reporting, and ensure that everything produced is well documented.

- Collaborate effectively with other teams to ensure any analysis is used to its best ability
- Update and develop data management Standard Operating Procedures (SOP)
- Present information using data visualization techniques

Training and Development

- Consider and introduce new technologies that best support business requirements
- Collaborate with operations, fundraising, investment and marketing colleagues on cross functional projects.

Perform other assigned duties.

TIME COMMITMENT

This assignment is a full-time one-year opportunity starting in May 2024 (some flexibility with start time). It includes professional training. The candidate must be available for the full duration of the placement.

QUALIFICATIONS

- Data science, analytics, and/or business intelligence experience.
- Experience working with statistical tools and programming languages (R, Python, SQL, SAS, SPSS) to manipulate data and draw insights from large data sets.
- Experience working with CRM or fundraising software
- Experience visualizing data (use of Power BI, Tableau or similar platform)
- Proven experience with data ETLs, data architectures and data warehouses.
- Demonstrated experience managing complex programs & initiatives.
- Project management experience
- Proven advanced experience in statistical methods and ML models.
- Proven advanced, report creation, and data evaluation skills (CRM or fundraising software considered an asset)
- Knowledge of statistical libraries and open-source technologies.
- Advanced experience in dimensional modeling and excel pivot tables.
- Proven knowledge of data visualizations (Tableau or Power BI).
- Advanced experience aggregating and incorporating disparate data sets into complex analysis models.
- Strong critical/conceptual thinking skills combined with the ability to synthesize information to see the big picture while effectively managing details.
- Ability to communicate United Way East Ontario's mandate, mission, and corporate vision to donors and volunteers.

BENEFITS OF THIS ASSIGNMENT

- Apply and refine the following professional competencies through experience in the non-profit sector: communication; interpersonal; client services; self-management; thinking; and organizational.
- Increase knowledge of United Way East Ontario and the social services sector.
- Contribute to making our community stronger, healthier and safer for all.
- Network with United Way staff and volunteers.

HOW TO APPLY

Community Secondment Program benefits, terms and conditions are available on our [website](#).

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