

United Way of West Florida Position Description

Incumbent/Candidate: New Position

Position/Title: Data Analyst

Reports to: Director of Community Impact

Exempt/Non-Exempt: Non-Exempt

General Purpose:

The Data Analyst is a key member of the Community Impact team, providing analysis of funded program and internal program data, as well as providing administrative support functions related to the community investment process and United Way of West Florida's community impact work. The Data Analyst works closely with the Director of Community Impact to ensure the process of investing undesignated donor dollars is efficient, transparent, and yields the appropriate outcomes in the areas of health, education, and financial stability. This position provides support and oversight of the Get Connected volunteer platform. The Data Analyst is also responsible for analyzing funded programs and internal programs report data and provides aggregate data reporting.

Essential Functions:

- Support the management of the community investment process, including agency trainings, membership certification, community investment panel site visits, online applications, and quarterly reports.
- Assist with creating and updating forms for online certification and application process.
- Assist with timely revisions and updates to the online certification and application processes.
- Assist with timely communication with agencies regarding trainings, certification, application, and quarterly report deadlines.
- Schedule oral presentations for applicants.
- Create and distribute survey to Community Investment volunteers and agencies to ensure continuous improvement of the community investment process.
- Compile and disseminate survey results.
- Compile and synthesize partner agency results from semi-annual reports.
- Work closely with project managers to understand and maintain focus on their analytical needs.
- Proactively analyze data to answer key questions from stakeholders
- Identify trends and opportunities for growth through analysis of data sets
- Create best-practice reports based on data mining, analysis, and visualization
- Evaluate internal systems for efficiency, problems, and inaccuracies, developing and maintaining protocols for handling, processing, and cleaning data
- Work directly with management and users to gather requirements, provide status updates, and build relationships
- Support data entry of agency results into UWW's Global Results Framework.

- Monitor Get Connected by following up with agencies on completed needs and ensure volunteers have recorded hours; update Spotlights monthly; pull reports; and maintain the site with timely information and resources.
- Other duties as assigned.

Educational Requirements:

- Minimum of Associate's Degree in math, computer science, economics, or statistics

Experience and Skills:

- 1+ years' experience mining data as a data analyst
- Proven analytic skills, including mining, evaluation, analysis, and visualization
- Technical writing experience in relevant areas, including queries, reports, and presentations
- Strong SQL or Excel skills with the ability to learn other analytic tools
- Prior experience with database and model design and segmentation techniques preferred
- Strong programming experience with frameworks including XML, JavaScript, and ETL preferred
- Practical experience in statistical analysis using statistical packages including Excel, SPSS, and SAS preferred

United Way Core Competencies:

- Mission focused
- Strong interpersonal skills
- Relationship-oriented
- Collaborator
- Results driven
- Brand Steward
- Team builder
- Self-management