COMMUNITY FOUNDATION OF SARASOTA COUNTY

JOB PROFILE: Data Analyst

Date: 7/19/2022
Reports to: Vice President Knowledge & Equity
Supervises: N/A
FLSA Status: Exempt ✓ Non-Exempt

Purpose: This position is responsible for developing systems and processes to enhance data collection and perform data analysis and reporting across the organization’s platforms in support of multi-faceted operations.

Responsibilities:

1. The Data Analyst’s primary focus is to deliver the data needs for internal and external use.
2. Produce and maintain programming files for importing, cleaning, and analyzing data. Validate data thoroughly to ensure integrity of all subsequent manipulation and analysis.
3. Perform data analysis including but not limited to correlation, impact, distribution, trending, and projection.
4. Identify and utilize key data resources.
5. Execute data output and processing using a variety of approaches, from reviewing data manually to building tools for automated data quality assurance.
6. Maintain data dashboards to support efficient program management for internal and external stakeholders.
7. Build in-house tools and processes to ensure system specific data integrity for data collection, and analysis. Ensure data integrity for Philanthropy, Community Impact and Knowledge and Equity Departments.
8. Develop and maintain schedules for annual, quarterly, and monthly reporting and ad hoc as necessary.

Position Qualifications:

1. Excellent customer service skills.
2. Strong verbal & written communication skills.
3. Time management skills with ability to multi-task considering varied areas supported with strong attention to detail.
4. Project management experience.
5. Experience in a non-profit environment helpful, but not required.
Technology Qualifications:

1. Bachelor’s degree required. At least one degree in Computer Science, Data Analytics, or a related field.
2. Proficient in data collection, cleaning, analysis and data management tools in Python, R, SQL, and preferred PL/SQL, HTML, and JavaScript.
3. 3-5 years of relevant work experience preferred.
4. Advanced skills in Microsoft Excel, FIMS or CRM platform preferred.

General Performance Standards and Expectations:
In addition to satisfactory performance on all the essential job duties and responsibilities for this job, the Community Foundation of Sarasota County employees are will strive to demonstrate our service philosophy of P.R.I.D.E in excellence to our internal and external constituents.

Purposeful Worker
Goal Oriented
Gets job done within deadlines
Self-Motivated
Takes Ownership
Accountable
Maintains required technical skills
Calm under stress

Respect
Respect for importance of everyone
Empathetic Listener
Ask and listen
Provides excellent customer service, both internal & external
Demonstrates qualities of a Servant Leader
Under promises and over delivers
Authentic, honest, genuine

Inspirational
Curious about new information
Creative, independent thinker
Problem solver – thinks outside the box
Continuous learner

Dedicated Team Player
Works well across disciplines
Adaptable to change
Listens to others ideas
Accepts different assignments

Enthusiastic
Excited about the CFSC mission
Optimistic, positive attitude

Approved:

_____________________________    _________________
Supervisor       Date
__________________________    __________________
President       Date
_______________________________   __________________
Director, Organizational Capacity       Date