



Care and Share Food Bank for Southern Colorado

Division/Department: 10- Management

Location: Colorado Springs

Job title: Business Analyst

Reports to: President

Status:
Full time

Type of position:
 Full-time
 Part-time
 Contractor
 Intern

Hours: 40hrs/week
 Exempt
 Nonexempt

Position Summary:

You will be supporting our efforts to utilize data more effectively to understand and serve those in our service area. Key in this effort will be leading the implementation and advancement of Care and Share's data warehouse and linked reporting systems. We will count on you to assist in data collection strategies, working with data users to provide useful, timely reports, creating productive KPIs / dashboards across the organization and ensuring data integrity. You will also serve as an in house resource for users regarding the ERP system for data collection, management and reporting.

Duties and Responsibilities:

- Create reports and data resources, technical procedures, and documentation for Care and Share's ERP and Data warehouse applications to support departments across Care and Share's organization.
- Lead the development and management of Care and Share's Data Warehouse and organizational report repository.
- Work with department leadership to develop Key Performance Indicators for departmental and management Dashboards.
- Identify opportunities where technology and reporting can improve efficiency of business processes.
- Develop a reporting schedule for Care and Share.
- Improve operational efficiency through better information from the available data.
- Coordinate with Philanthropy team to monitor/support data deliverables for grants.
- Provide analytic support to internal customers across functional areas, departments, teams.
- Develop, refine, and maintain weekly, monthly and quarterly program dashboards to provide updates on work, outputs and outcomes
- Deriving meaningful insights from data that enable the team to understand the progress of specific initiatives and drive program improvement.
- Participate as a member of the internal data team.
- Coordinate with the Feeding America funded Evaluation / Impact Demonstration Project and work to integrate associated data.
- Other duties as assigned.

Qualifications and Preferred Work experience:

- Knowledge and experience with database management, structure and reporting tools is required, with a preference for the components Care and Share uses: SQL Data Warehouse, SQL, MySQL. Microsoft Dynamics NAV 2018 software experience with Jet Analytics Data Warehouse and Jet Reports Excel based reporting is preferable.
- Knowledge regarding ARC GIS, SSRS, and Tableau data reporting and visualization is a plus.
- Project management experience.
- Ability to handle and prioritize work in a multi-tasked environment, working to meet deadlines with minimal supervision.

- Strong verbal and written communication skills.
- Excellent analytical and problem-solving skills.
- Bachelor's degree in Information Systems or related field, preferred.
- Experience in product or inventory management environment, preferably in a food industry setting.
- Familiarity with OLAP and data cubes.
- Ability to work with end users of varying backgrounds and skill levels.

Reviewed by:

Date:

Employee Signature:

Date:

By signing, I confirm that I have read and reviewed my job duties and responsibilities and am in agreement that the description is an accurate representation of my job function.