

Gleaners Community Food Bank of Southeastern Michigan Job Description

Job Title: Data Analyst
Reports To: Director, Volunteer Services & Partnership Support
FLSA Status: Exempt
Department: Operations
Last Update: June 2022

The Data Analyst will lead and facilitate the implementation of the Gleaners client data management program.

Essential Duties and Responsibilities

1. Bridge data from Gleaners Link2Feed system with other agency data systems.
2. Build and maintain tabular and/or visualization reports for regular and/or automated reporting and analysis.
3. Become the subject matter expert on Gleaners business intelligence software (Domo)
4. Coordinate and communicate between the food bank, other data owners and the business intelligence software organization.
5. Participate in meetings and conversations to better understand the food bank's operational and strategic needs.
6. Develop and build processes to capture data integrity issues
7. Define new data collection and analysis processes.
8. Work to form data management and governance processes.
9. Identify patterns and trends in data sets.
10. Create document processes, perform data validation and quality assurance analysis and train other on the skills needed to maintain data analytics processes.
11. Demonstrate and support the Gleaners mission, vision, and values throughout all professional responsibilities and activities.
12. Other duties as assigned.

Scope of Position:

Budgetary Responsibility: Moderate
Personnel Responsibility: Low
Access to Confidential Info: High
Supervisory responsibility: None
Community contact: Moderate
Donors: Low
Volunteers: Low
Food Partners: Moderate
Outside Vendors: High

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education/Experience

- BA or BS in information management, statistics, math, computer science, physics or other technical related field
- Minimum of two years supporting business operations in an analytics capacity
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy
- Comfort in a complex data environment and understanding of data structures
- Experience with data visualization, SQL and Excel required
- Experience with Python and Domo preferred
- Familiarity with data warehouse environments
- Strong ability to troubleshoot and resolve data issues
- A love for insights, problem solving and innate curiosity
- Ability to work with diverse populations
- Excellent verbal and written communication and interpersonal skills

Language Ability

Excellent verbal and written communication skills; with the ability to write routine reports, and correspondence are required. Strong interpersonal skills with all contacts, internal and external, are required.

Math Ability

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Work Environment

The standard work environment is an office setting with fluorescent lighting and temperature and humidity controlled by air conditioning and heating. Hybrid work schedule is available .