



Development Office

Information Systems Data and Business Analyst

Job Description [ID#: 2269911]

GENERAL SUMMARY/ OVERVIEW STATEMENT: Summarize the nature and level of work performed.

The Information Systems Data and Business Analyst works directly with fundraising staff to provide front line decision support services, including analysis, applications support, list management, business process, and other services related to the information systems used by the Development Office

PRINCIPAL DUTIES AND RESPONSIBILITIES: Indicate key areas of responsibility, major job duties, special projects and key objectives for this position. These items should be evaluated throughout the year and included in the written annual evaluation.

- Applicant must have strong business and analytic skills, excellent interpersonal skills, and technical aptitude. Able to handle multiple projects simultaneously, managing and negotiating deadlines as needed with an eye on the big picture.
- Work closely with end-users to assist in areas ranging from general knowledge of the fundraising application to specific support in developing business process, reports, or analysis to match business requirements.
- Conduct qualitative and quantitative data analysis to recommend adjustments to donor segmentation and strategies for ongoing program efficacy.
- Work directly with Information Services analysts to strategize and optimize segmentation and predictive models in concert with multiple program objectives.
- Observe and make recommendations for program efficiencies and ways to continually reduce costs without adversely impacting results.

SKILLS/ ABILITIES/ COMPETENCIES REQUIRED: (MUST be realistic, neither overstated nor understated, and related to the essential functions of the job.)

- 3-5 years experience as a project, technical, systems or data analyst
- Strong understanding of relational databases, and BI tools
- Knowledge of SQL preferred
- Business application of data analysis and experience using data to drive performance
- Microsoft Office Skills, advanced proficiency with Excel
- Ability to output lists from CRM database
- Excellent analytical and planning skills
- Demonstrated presentation, organizational, facilitation and problem-solving skills
- Independent decision-maker, good judgment and ability to execute multiple assignments at any given time

HOSPITAL WIDE RESPONSIBILITIES: These are required of all staff, regardless of position. Do not remove these standards. Works within legal, regulatory, accreditation and ethical practice standards relevant to the position and as established by BWH/Partners; follows safe practices required for the position; complies with appropriate BWH and Partners policies and procedures; fulfills any training required by BWH and/or Partners, as appropriate; brings potential matters of non-compliance to the attention of the supervisor or other appropriate hospital staff.

All applicants must apply online via [<http://brighamandwomens.org/>] Applications must include a current resume and a cover letter detailing applicable experience and accomplishments.

Confidential inquiries may be directed to Martha M. Hanlon, Director of Development, Staff Development, Partners HealthCare Inc. at mmhanlon@partners.org 5-22-15