

Data Analyst (Full-Time; Begins As Soon As Possible)

Job Summary:

Francis W. Parker School is seeking a Data Analyst to administer and manage the School's database systems (e.g. Raiser's Edge) and maintain data integrity, quality, and accuracy. This role will work closely with the School's Development and IT departments and other constituents to provide the needed support to ensure that users are utilizing the system to its fullest capabilities. The Analyst will provide training and direct technical support to others users as needed, helping them to understand how to use data as a guide in making informed decisions.

Essential Functions:

- Develop and implement best practices that empower Development team members to share constituent knowledge for the benefit of the rest of the office and the School
- Prepare or assist in the preparation of donor lists for publications, Alumni, Annual Fund and Special Event operations and invitations
- Generate and assist in the analytical development of financial and statistical reports (including the Annual Report), mailing information, and other necessary information for Development Office, Business Office, board meetings, development committee and campaign meetings
- Ensure the integrity of the development office database, which serves as the endpoint or archive of all relevant school data.
- Provide/interpret information and data; report results to management and IT regularly; review reports with constituents as needed
- Collaborate with IT and other users to manage CRM dashboards and integrate Raiser's Edge with other Blackbaud products
- Learn, understand and assess existing processes across various departments and divisions within the school. Determine opportunities and provide recommendations for operational improvement.
- Establish data entry protocols and provide appropriate training for individual departments on protocol in order to ensure data integrity across various systems, and to facilitate the integration of various systems.
- Explore and report on existing trends in relation to the school's strategic plan.
- Work with individual departmental and divisional offices to establish systems for measuring key performance indicators.
- Define standard queries and exports for various departments within the school to ensure consistent reporting and tracking of metrics.
- Manage end-to-end projects and tasks within projects; ensure projects are timely, to requirements, and within resource constraints
- Stay informed of and coordinate testing of new system features, enhancements, fixes and upgrades
- Coordinate and lead maintenance efforts for established records systems
- Support database users with matters such as including integration, updates, queries, exports and related issues; serve as initial troubleshooter when needed
- Maintain confidentiality of information housed in the database
- Other duties as assigned

Required Qualifications:

- Bachelor's degree in Computer Science, Computer Information Systems, or related field required
- Database management experience in a fundraising or nonprofit environment highly desirable
- Extensive experience with Raiser's Edge required
- Prior experience working with Blackbaud strongly preferred, however other CRMs are acceptable
- Experience with Crystal Reports is highly desirable

- Experience using and supporting MS-SQL; SQL certified a plus
- Strong proficiency in Microsoft Office Suite (Word, Excel, Power Point, Outlook); knowledge of Access preferred.
- Strong analytical skills, problem solver, and ability to take initiative on projects with limited supervision
- Proven ability to prioritize, meet deadlines, and manage multiple projects with a high degree of accuracy
- Strong verbal, written, and interpersonal communication skills - must be able to maintain professional, service-oriented relationships
- Ability to work well both independently and in a diverse team environment, in a high pressure environment with changing priorities and demands

Compensation:

Commensurate with background and experience, comprehensive benefits package.

To Apply:

Please submit **cover letter with resume and salary requirements** by email or fax to **(no telephone inquiries please):**

Laureen Sweers, Director of Human Resources
Francis W. Parker School
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Chicago, IL 60614
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fax: 773.797.5598

The faculty, staff and administration of Francis W. Parker School are integral parts of the School's community. Through their passion, dedication and commitment to the School's mission, they create and support an environment where exceptional child-centered learning can occur.

Francis W. Parker School is committed to cultivating a community of dedicated students, parents, faculty and staff, trustees, administrators and alumni, who acknowledge, respect, and esteem diversity in our school; and who reflect, through their presence, the diversity of Chicago communities and the wider world.

Francis W. Parker School is an equal opportunity employer.