

Miami Country Day School

Data Analyst Job Description

Miami Country Day School is a college preparatory learning community committed to educating the whole child. Through the core values of honor, respect, wisdom and compassion, we prepare students to be lifelong learners. We inspire our children to develop their intellectual, physical, aesthetic, social, emotional and spiritual potentials by valuing every student every day.

The School Program at Miami Country Day School is well-respected in our community and nationally. Developmentally sound practices along with personalized learning experiences characterize our approach to instruction. We nurture a passion for lifelong learning, self-confidence and leadership. We strive to make education relevant and to give our students the foundation they need for success beyond life at Miami Country Day School.

General Description

The Data Analyst is an integral part of the Application and Data Solutions team at Miami Country Day School. We are looking for a passionate Data Analyst to turn data into information, information into insight and insight into business decisions.

Data analyst responsibilities include conducting full lifecycle activities to include requirements analysis and design, developing analysis and reporting capabilities, and continuously monitoring performance and quality control plans to identify improvements. This team member is primarily responsible with the accurate entry of constituent and donation data into the Blackbaud databases in use at the school. This position will interact with students, parents, alumni, donors, faculty, staff, and other constituents. This position reports to the Director of Applications and Data Solutions and the Director of Records/Registrar.

Responsibilities

- Acquire data from primary or secondary data sources and maintain databases/data systems
- Provide support for constituents attempting to access web services
- Analyze reporting requirements and design reports accordingly
- Produce data reports as assigned in an accurate and timely manner
- Generate gift receipts and acknowledgements
- Locate and define new process improvement opportunities
- Filter and "clean" data, and review computer reports, printouts, and performance indicators to locate and correct code problems
- Interpret data, analyze results using statistical techniques, and provide ongoing reports

Qualifications and Skills

- Bachelor's Degree in an appropriate field (Mathematics, Economics, Computer Science, Information Management or Statistics) or three years of related experience in a non-profit environment
- Experience managing data within the Blackbaud Raiser's Edge database
- Preference given to candidates possessing Blackbaud Raiser's Edge Certification
- Proficiency with Microsoft Office application suite
- Technical expertise regarding data models, database design development, data mining and segmentation techniques
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy
- Attention to detail
- Ability to innovate and manage time efficiently
- Ability to communicate efficiently and effectively in both written and spoken English

Physical Requirements

- Work in a fast-paced, stressful environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts.
- Strong organizational and time management skills.
- Excellent communication skills, both verbal and written.
- Ability to multi-task and prioritize work.
- Ability to work independently and in a team environment.
- Ability to lift equipment and materials weighing up to 50 pounds
- Twist, turn, and reach in completing a variety of job duties
- Sit for long periods of time using computer/technology
- Work in temperature controlled conditions for extended periods of time
- Work in a wide variety of physical environments as found in all areas of the school

If interested, please submit a cover letter and current resume to the Dean of Faculty, Ms, Ria Maxwell at maxwellr@miamicountryday.org. Please be able to provide transcripts for most recent degree earned.