

Data and Reporting Analyst Worcester Polytechnic Institute

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Posted Oct. 14, 2024, set to expire Feb. 7, 2025

Job Title	Data and Reporting Analyst
Department	Advancement Operations
Institution	Worcester Polytechnic Institute Worcester, Massachusetts
Date Posted	Oct. 14, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Research/Technical/Laboratory
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Job Description

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JOB TITLE

Data and Reporting Analyst

LOCATION

Worcester

DEPARTMENT NAME

Advancement Operations

DIVISION NAME

Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

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Utilize advanced analytical skills and understanding of fundraising metrics for specialized Advancement functions, reconciliation of fundraising data, and development of Division fundraising reporting and dashboards utilizing Salesforce and Microsoft PowerBI or other data visualization tools. Enhance the process of delivering advancement metrics and information by designing and delivery of self-service reporting.

This position serves as a liaison between all University Advancement departments (UA), WPI Finance Office, and other departments requesting metrics on UA datasets, mutual processes and coordination of business activities ensuring collaboration. Inform team of data anomalies and provide counsel regarding data architecture in Salesforce's Sales and Service cloud.

Responsible for providing strategic and actionable data-driven insights in support of the fundraising and engagement efforts of University Advancement to provide financial support for students and the University.

WPI is passionate about creating an inclusive workplace that promotes and values diversity. We are looking for candidates who can support our commitment to equity, diversity, and inclusion.

The salary range for this position is \$55,400-\$67,900 based on qualifications and experience.

JOB DESCRIPTION

Responsibilities:

- Responsible for the maintenance and data integrity of internal and external financial reporting for the Division fundraising activity.
- Includes:
 - Academic department giving reports.
 - Campaign reports and dashboards.
 - Board of Trustee reporting and data maintenance.
- Serve as the UA resource for ad hoc reporting, database query, data analysis, and giving history requests that are related to the financial reporting of the Division
- Stakeholder in the development and design of data sets used in data visualization tools,

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Microsoft PowerBI.

- Prepare and provide information for Education Survey reporting
- Includes:
 - Preparing the annual Council for Advancement and Support of Education (CASE) Volunteer Support of Education (VSE) Survey.
 - Providing Advancement information to other University Divisions for multiple industry surveys.
 - Manage and maintain gift related data fields in UA's Customer Relationship Management (CRM) Software, Salesforce.
- Includes:
 - Creating Appeal codes in Salesforce as needed for upcoming fundraising campaigns.
 - Create and maintain new and existing Causeview/Salesforce gift funds, designations, and Workday Gifts.
 - Maintain WPI Trustee CRM records.
 - Work in conjunction with the Director of Gift and Data Quality Management to ensure that gift and pledge database coding structure optimally supports all fundraising activities and initiatives.
 - Serve as a subject matter expert in analytics and "power user" of analytics tools, providing training and guidance to team members
 - Stay current with emerging trends, techniques, and tools in the data analytics field.
 - Other duties as assigned.

Skills and Experience:

- Strong analytical and problem-solving abilities with attention to detail and accuracy.
- Excellent communication skills, with the ability to present complex data in a clear and

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understandable manner.

- Experience with data management and data quality assurance practices.
- Proficient in:
- Microsoft Excel, including advanced functions and data manipulation techniques.
- Business intelligence tools such as Tableau, Power BI, or similar platforms.
- SQL, SOQL, or other database query languages.
- Salesforce or similar CRM software.
- Ability to work collaboratively in a team environment and manage multiple projects simultaneously.
- Demonstrated commitment to data privacy and ethical use of information.

Requirements:

- Bachelor's degree in Data Science, Business Analytics, Information Systems, Statistics, or a related field.
- 5 years' work experience in a similar role within a business, non-profit, or university environment.

Position is hybrid with an expectation of in-person meetings and collaboration.

Please include a cover letter with a resume for consideration.

FLSA STATUS

United States of America (Exempt)

WPI is an Equal Opportunity Employer that actively seeks to increase the diversity of its workplace. All qualified candidates will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability. It seeks individuals with diverse backgrounds and experiences who will contribute to a culture of creativity, collaboration, inclusion, problem solving, innovation, high

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performance, and change making. It is committed to maintaining a campus environment free of harassment and discrimination.

To apply, visit: https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Data-and-Reporting-Analyst_R0002982

About WPI

WPI is a vibrant, active, and diverse community of extraordinary students, world-renowned faculty, and state of the art research facilities. At WPI, we have competitive and comprehensive benefits, including health insurance, long-term care, retirement, tuition assistance, flexible spending accounts, work-life balance and much more.

Diversity & Inclusion at WPI

WPI is committed to creating an inclusive workplace where everyone feels valued and respected; a place where every student, faculty and staff member can be themselves, so that they can study, live, and work comfortably, to reach their full potential, and make meaningful contributions in order to meet departmental and institutional goals. WPI thrives on innovative practice and welcomes diverse perspectives, insight, and people from diverse lived experiences, to enhance the community environment and propel the institution to the next level in a competitive, global marketplace.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Worcester Polytechnic Institute

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