The Children’s Tumor Foundation (CTF) is seeking a smart and motivated data-minded and business insights superstar for a key Foundation role that impacts CTF’s core business activities (revenue, marketing, and finance). It is a unique opportunity to not only improve and build upon how data comes into the Foundation and is used in support of Foundation goals, but to contribute to the growth of the Foundation through the development of tools, dashboards, and analysis that improve efficiencies, expand knowledge of the Foundation’s constituent base, and inform fundraising, communications and financial strategies/activities with the goal of enhancing and strengthening the Foundation’s mission. The ideal candidate has the perfect mix of analytical know-how with the ability to present that information to non data end users – in other words, a “data-driven storyteller”.

As the Data Analyst, you’ll bring your analytics skills and business or marketing insights experience to help cultivate a data driven culture at CTF, by designing and delivering analytics solutions that make data analytics easier and more effective for stakeholders.

You will have a record of success in presenting complex data processes to non-data users, the skills to make informed recommendations based on data, and experience with improving data processes and pipelines. You will work closely with functional leaders, organizational units, and internal subject matter experts to identify, develop, and deploy actionable data activities in support of those processes and functions. This role will be instrumental in the ongoing development/improvement of CTF’s data platforms, including Salesforce CRM, Salesforce Marketing Cloud and Social Studio, as well as integrated platforms such as Classy and Intacct.

This position is a key member of the Marketing and Communications team, reporting to the Chief Marketing Officer, and collaborates with high visibility across teams, including development/fundraising, finance, research, and the executive team. As CTF’s Data Analyst, you’ll be joining an organization of employees who are passionate and action oriented about what they do, in an environment that values curiosity and innovation to make things better. Our motivation is the 2.5 million people worldwide who live with the genetic disorder neurofibromatosis (NF). The Children’s Tumor Foundation mission is to end NF.

The Children’s Tumor Foundation was recently ranked ‘Best Place to Work’ by the NonProfit Times, as well as ranked ‘4 stars’ (out of 4) by Charity Navigator for operational effectiveness and financial transparency, reflecting CTF’s standing as best-in-class both in terms of its people as well as mission impact.

**Key Responsibilities**

- Act as a key point of contact for data analysis / business insights related inquiries
- Lead and manage (in partnership with a cross-functional team) the development of a data warehouse
- Leverage data visualization tool(s) that support analytics and business goals
- Work closely with internal stakeholders across all levels of the organization to identify business goals, develop KPI reports/dashboards to measure effectiveness, and build scalable analytical solutions
- Use Excel, Google Sheets, and SQL to derive insightful analytics from raw data, identify growth opportunities, and inform strategic decision making at the executive level
- Build, design, and maintain robust ETL workflows and data pipelines to ingest data from various platforms
- Develop and streamline processes to proactively track and treat poor data quality at the source, improving data hygiene
- Promote a data-driven culture by introducing best practices in data governance and management such as documentation, use cases, and data flow diagrams
- Collaborate with Salesforce consultants and internal stakeholders to optimize the Salesforce CRM platform
- Pioneer the democratization of data and self-serve reporting via training sessions for all staff
• Create presentations and reports based on recommendations and findings

Qualifications
• Previous experience in a business insights or marketing insights role
• At least 4-7 years of experience as a BI / data analyst, data engineer, or experience working in data warehouse development
• Full life cycle software development experience including design, development, testing and implementation in an analytical data environment
• Strong business sense and ability to understand complex platforms
• Strong ability to present data in an accessible manner to non-technical end users
• Experience with relational databases (e.g., PostgreSQL or MySQL) and an intermediate to advanced knowledge of SQL
• Knowledge of advanced functions in Excel and Google sheets such as index/match, pivot tables, array formulas
• Intermediate level experience with BI tools (Looker, Tableau, or Power BI, etc.)
• Experience with ETL tools and developing data pipelines for various data sources
• Demonstrated ability to gather data requirements, understand business user needs, and translate business needs into technical requirements
• Demonstrated ability to meet deadlines, handle and prioritize simultaneous requests, and manage laterally and upwards
• Demonstrated high levels of accuracy and attention to detail, while maintaining efficiency
• Proven ability to design and implement new processes and facilitate user adoption
• Creative and analytical thinker with strong problem-solving skills
• A positive attitude and a team player
• Exceptional verbal and written communication skills

Preferred
• Previous experience in a data engineering role, with a ‘storytelling bent’
• Experience with cloud-based data warehouses (e.g., Snowflake)
• Experience with Salesforce Marketing Cloud and/or Salesforce
• Previous experience working in a non-profit organization

Location
CTF is New York based, but position can be remote. The Data Analyst can be located anywhere in the United States, but must be available during eastern time zone working hours.

To apply, please contact Jennifer Ching at jching@ctf.org.